

No. HIPA (Trg.)G-15/2004-XVI  
Government of Himachal Pradesh  
Institute of Public Administration

From

The Director,  
Dr. M.S.H.P. Institute of Public Administration,

To

1. All the Heads of Departments in H.P.
2. All the Heads of Boards/Corporations in H.P.
3. All the Divisional Commissioners in H.P.
4. All the Deputy Commissioners in H.P.
5. All the Registrar of Central/State Universities of H.P.
6. The Secretary, H.P. Public Service Commission, Nigam Vihar, Shimla-02.
7. The Special Secretary (SA) to the Govt. of H.P., Shimla-2.
8. The Secretary, H. P. Vidhan Sabha, Shimla-171004.

Fairlawn, Shimla-171012

Dated:

7th November, 2025.

**Subject:** Training Bulletin for the conduct of Training Programmes at MSHIPA during the month of December, 2025 and January, 2026.

Sir/Madam,

The Dr. Manmohan Singh Himachal Pradesh Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of **December, 2025 and January, 2026** as per list enclosed as **Annexure-'A' & 'B'**. The objectives, duration and dates of these training programmes have been indicated in the said annexures.

It is therefore, requested to nominate **3-4 officers/officials for each training programme**. The names of nominated officers/officials for each training programme may be entered on the online portal of the institute (<https://genpmis.hp.nic.in/>) **latest by 27<sup>th</sup> November, 2025 & 25<sup>th</sup> December, 2025** so that arrangements can be made accordingly. It is further requested that once the officer(s)/official(s) is/are nominated for the training, they should invariably attend the same without fail. However, if the nominated officer(s)/official(s) is/are unable to attend the training programme due to some unavoidable circumstances, a substitute may be deputed to attend the said programme so that the training programme does not remain underutilized and Government money may not go to waste.

**Please note that as per Training Policy 2009, those officers/officials may not be nominated, who have already undergone these trainings earlier at MSHIPA.** In addition to this, instructions contained in **Annexure-'C'** may kindly be adhered to in letter and spirit.

Yours faithfully,

(Prashant Sirkek) HAS  
Additional Director,  
Dr. Manmohan Singh,  
H.P. Institute of Public Administration,  
Fairlawn, Shimla-171012,  
Tel.: 0177-2734666,  
E-mail: [hipa-hp@nic.in](mailto:hipa-hp@nic.in)

**Endst .No.: As above**

**Dated:**

**7th November, 2025.**

Copy to:

1. The Secretary (Training) to the Government of Himachal Pradesh, Shimla-171002 with reference to letter No. Per(Trg.)B(12)-5/2017 dated 13.11.2019 for information.
2. All the concerned Course Directors and Course Assistants for information and necessary action with the request to follow-up their respective training programmes with the concerned Departments/Organizations of the State Govt. so that the slots do not go under-utilized for want of insufficient nominations. **It is further requested that the participants may be directed telephonically not to bring their personal vehicles to the**

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**Institute for attending the training programmes. The Course Directors will ensure the adherence to the SOPs issued by the State Government and Govt. of India from time to time.**

3. The Chief Executive Officer/Manager, HIPA Hospitality Cooperative Society for information and necessary action.
4. Sh. Sandeep Kumar, Assistant Professor (IT) with a request **to up-load the Training Bulletin along with Annexures in MSHIPA Website.**

**Additional Director,  
Dr. Manmohan Singh,  
H.P. Institute of Public Administration,  
Fairlawn, Shimla-171012.**

Training Programmes for the month of December, 2025 at HIPA, Fairlawn, Shimla-12

| Sr. No. | Name of the Programme  | Objectives in brief  | Duration | Dates                    | Level of Participants                                    | Course Director/<br>Course Assistant                                    |
|---------|--|--|----------|--------------------------|--|---|
| 1.      | RTI Act 2005 and HP Public Service 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 make 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> </ul>  | 2 days   | 01.12.2025 to 02.12.2025 | Gazetted and Non-Gazetted Officials of State Government  | Sh. Vishal Raguvanshi Mob. 94184-52587<br>Ms. Diksha Mob. 75600-71404   |
| 2.      | Office Procedure & Financial Administration                                    | <ul style="list-style-type: none"> <li>To acquaint the participants with the important provision of HPFR 2009.</li> <li>To acquaint the officers basic Income Tax related issues as applicable in government offices.</li> <li>To make the participants aware of various Rules/Regulations governing the government employees like TA/DA, Pension, Medical Rules, etc. To made 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 made the participants aware of general conditions of services with emphasis on FR/SR.</li> </ul> | 5 days   | 01.12.2025 to 05.12.2025 | Gazetted and Non-Gazetted Officials of State Government  | Sh. Kuldeep Singh Mob. 70185-68042<br>Sh. Jia Lal Kamal Mob.94185-11282 |
| 3.      | Preventive Corruption Act for Concerned Stakeholders (Gol Sponsored Programme) | <ul style="list-style-type: none"> <li>The objective of a program based on the <b>Prevention of Corruption Act (PCA)</b> for concerned stakeholders is to foster integrity and accountability by outlining legal frameworks, establishing robust compliance measures, and promoting ethical conduct to combat bribery and corruption in both public and private sectors.</li> </ul>  | 3 days   | 04.12.2025 to 06.12.2025 | Gazetted and Non-Gazetted Officials of State Government) | Sh. Sandeep Sharma Mob. 98160-75409<br>Sh. Chandermani Mob. 94590-49425 |
| 4.      | Official Communication Skills : Noting and Drafting                            | <ul style="list-style-type: none"> <li>To understand concept of office in government.</li> <li>To develop knowledge in Noting &amp; Drafting skills per hand book of office procedure.</li> <li>To impart detail knowledge of record keeping and managing files.</li> </ul>  | 2 days   | 08.12.2025 to 09.12.2025 | Gazetted and Non-Gazetted Officials of State Government  | Sh. Amit Bhardwaj Mob. 85806-46544<br>Sh. Jia Lal Kamal Mob.94185-11282 |
| 5.      | Training Programme on Sevottam for Cutting Edge Level Staff                    | <ul style="list-style-type: none"> <li>Sevottam is a generic framework for achieving excellence in public service delivery and was proposed by the 2nd Administrative Reforms</li> </ul>   | 3 days   | 08.12.2025 to 10.12.2025 | Gazetted and Non-Gazetted Officials of State             | Dr. Khyal Chand Mob. 88949-30726<br>Ms. Diksha Mob. 75600-              |

|    |  |  |        |                          |   |   |
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|    |  | Commission (ARC). It has been developed with the overarching objective of improving the quality of public service delivery in the State.   |        |                          | Government)   | 71404   |
| 6. | 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>   | 3 days | 08.12.2025 to 10.12.2025 | Gazetted and Non-Gazetted Officials of State Government | Sh. Abhishek Thakur Mob. 78079-28736<br>Ms. Sonal Thakur Mob. 94598-76292 |
| 7. | Disciplinary Proceedings/ Conduct Rule/ Departmental Enquiry | <ul style="list-style-type: none"> <li>• To make the participant 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 Charge Sheet &amp; Holding of Departmental Enquiry, Imposition of Penalties.</li> </ul> | 3 days | 18.12.2025 to 20.12.2025 | Gazetted and Non-Gazetted Officials of State Government | Sh. Amit Bhardwaj Mob. 85806-46544<br>Sh. Monaj Kumar Mob. 98053-92308    |
| 8. | IT Skills for Productivity (GoI Sponsored Programme)         | <ul style="list-style-type: none"> <li>• The main objective of this programme is to <b>equip employees with the digital tools and competencies necessary to perform tasks more efficiently, automate workflows, and enhance overall organizational productivity</b></li> </ul>   | 3 days | 29.12.2025 to 31.12.2025 | Gazetted and Non-Gazetted Officials of State Government | Sh. Sandeep Sharma Mob. 98160-75409<br>Sh. Chandermani Mob. 94590-49425   |

## Training Programmes for the month of January, 2026 at HIPA, Fairlawn, Shimla-12

| Sr. No. | Name of the Programme   | Objectives in brief  | Duration | Dates                    | Level of Participants                                   | Course Director/<br>Course Assistant  |
|---------|---|--|----------|--------------------------|---|---|
| 1.      | Data Analysis & Visualisation Techniques for Government Decision Making | <ul style="list-style-type: none"> <li>The main objective of this programme is to empower government officials and urban practitioners to use data-driven insights for more effective, transparent, and efficient public service delivery and policymaking.</li> </ul>   | 3 days   | 01.01.2026 to 03.01.2026 | Gazetted and Non-Gazetted Officials of State Government | Sh. Sandeep Sharma<br>Mob. 98160-75409<br>Sh. Chandermani<br>Mob. 94590-49425 |
| 2.      | 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>   | 3 days   | 05.01.2026 to 07.01.2026 | Gazetted and Non-Gazetted Officials of State Government | Sh. Abhishek Thakur Mob. 78079-28736<br>Ms. Sonal Thakur<br>Mob. 94598-76292  |
| 3.      | Office Procedure & Financial Administration                             | <ul style="list-style-type: none"> <li>To acquaint the participants with the important provision of HPFR 2009.</li> <li>To acquaint the officers basic Income Tax related issues as applicable in government offices.</li> <li>To make the participants aware of various Rules/Regulations governing the government employees like TA/DA, Pension, Medical Rules, etc. To made 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 made the participants aware of general conditions of services with emphasis on FR/SR.</li> </ul> | 5 days   | 05.01.2026 to 09.01.2026 | Gazetted and Non-Gazetted Officials of State Government | Sh. Kuldeep Singh<br>Mob. 70185-68042<br>Sh. Jia Lal Kamal<br>Mob.94185-11282 |
| 4.      | Gender sensitization  | <ul style="list-style-type: none"> <li>The objectives of gender sensitization are to foster gender equality and justice by raising awareness about gender bias, challenging stereotypes, and changing discriminatory mindsets. Key goals include empowering individuals to reach their full potential without gender-based challenges, creating a respectful and dignified environment for all genders, and addressing and resolving gender-</li> </ul>  | 3 days   | 12.01.2026 to 14.01.2026 | Gazetted and Non-Gazetted Officials of State Government | Sh. Sandeep Sharma<br>Mob. 98160-75409<br>Sh. Chandermani<br>Mob. 94590-49425 |

|    |   |  |        |                          |   |   |
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|    |   | based issues like harassment.  |        |                          |   |   |
| 5. | Official Communication Skills : Noting & Drafting                   | <ul style="list-style-type: none"> <li>• To understand concept of office in government.</li> <li>• To develop knowledge in Noting &amp; Drafting skills per hand book of office procedure.</li> <li>• To impart detail knowledge of record keeping and managing files.</li> </ul>  | 2 day  | 12.01.2026 to 13.01.2026 | Gazetted and Non-Gazetted Officials of State Government | Sh. Amit Bhardwaj<br>Mob. 85806-46544<br>Sh. Jia Lal Kamal<br>Mob.94185-11282 |
| 6. | Disciplinary Proceedings/ Conduct Rule/ Departmental Enquiry        | To make the participant 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 Charge Sheet & Holding of Departmental Enquiry, Imposition of Penalties.                 | 3 days | 15.01.2026 to 17.01.2026 | Gazetted and Non-Gazetted Officials of State Government | Sh. Amit Bhardwaj<br>Mob. 85806-46544<br>Sh. Monaj Kumar<br>Mob. 98053-92308  |
| 7. | Training Programme on Sevottam for Senior and Middle Level Officers | <ul style="list-style-type: none"> <li>• 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.</li> </ul>                              | 3 days | 21.01.2026 to 23.01.2026 | Gazetted and Non-Gazetted Officials of State Government | Dr. Khyal Chand<br>Mob. 88949-30726<br>Ms. Diksha<br>Mob. 75600-71404         |
| 8. | RTI Act 2005 and HP Public Service 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 make 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> </ul>        | 2 days | 28.01.2026 to 29.01.2026 | Gazetted and Non-Gazetted Officials of State Government | Sh. Vishal Raguvanshi Mob. 94184-52587<br>Ms. Diksha<br>Mob. 75600-71404      |
| 9. | Conflict Resolution   | <ul style="list-style-type: none"> <li>• Conflict resolution training aims to equip participants with skills to handle disputes constructively by understanding conflict causes, improving communication and negotiation abilities, and applying strategies like active listening and problem-solving to reach peaceful, mutually beneficial outcomes</li> </ul> | 3 days | 29.01.2026 to 31.01.2026 | Gazetted and Non-Gazetted Officials of State Government | Sh. Sandeep Sharma<br>Mob. 98160-75409<br>Sh. Chandermani<br>Mob. 94590-49425 |

1. In compliance with the instruction issued vide letter No.Per(Trg.)B(12)-5/2017 dated 20.11.2019 by the Addl. Chief Secretary(Training) to the Government of H.P. vide which all the Administrative Secretaries, HoDs, Div.Comms., DCs, Heads of Boards/Corporation, Registrars of the Universities in H.P. etc. have been requested to make use of the Portal linked with the “Manav Sampda E-Service Book Software” and ensure that all the nominations for trainings from their establishments are made only through this portal(<http://genpmis.hp.nic.in/>).
2. Please nominate officers well in time and intimate MSHIPA about it as well. It has also been observed that the participants are often nominated at the last stage without any information to MSHIPA. Due to inadequate nominations the course has to be cancelled and the officers nominated at eleventh hour reach to attend the course which creates embarrassing situation for all. It is therefore requested to nominate officers well in time and intimate MSHIPA about it as well.
3. No family member(s) etc. of participants are allowed to stay in MSHIPA during training. It is further requested that mobile numbers of nominated officers/officials may please be mentioned compulsorily in the nomination letters. The above instructions may please be communicated to the officers/officials who are nominated for training.
4. The nominated officers/officials may please be directed not to bring their personal vehicles during the training programmes due to the shortage of parking space.
5. All the nominated Officers/Officials may be directed to wear appropriate, formal, clean, modest and decent cloths in sober colours which should not look gaudy while coming to this Institute for attending the training programmes at this Institute. In view of the instruction issued by Department of Personnel, Govt. of H.P. letter No.Per(AP.II)B(3)-10-75-III dated 3<sup>rd</sup>August, 2017 addressed to All Secretaries, HoDS, Div.Comms., DCs. consequent upon the directions issued by the Hon’ble High Court,
6. All the nominated Officers/Officials may be directed to carry the Debit/ATM Cards with them to make the payment on account of boarding and lodging charges through ATM/Debit Card as the Institute has installed PSO Machine for the purpose.
7. The Institute also plies its buses in the morning and evening on training days as per latest schedule available on the website.