

No.HIPA (Trg.) G-15/04-XII  
Government of Himachal Pradesh  
Institute of Public Administration

Fairlawn, Shimla-171012

Dated: ~~July, 2015~~

1<sup>st</sup> August, 2015

From

The Director,  
H.P. Institute of Public Administration,  
Fairlawn, Shimla-171012.

To

1. All the Divisional Commissioners in H.P.
2. All the Heads of Departments in H.P.
3. All the Managing Directors of Boards/Corporations in H.P.
4. All the Deputy Commissioners in H.P.
5. The Special Secretary (SAD) to the Govt. of H.P., Shimla-2

**Subject:** Training Bulletin for the conduct of Training Programmes at HIPA during the month of September, 2015.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes at the Institute during the month of September, 2015. The objectives, duration and dates of these programmes have been indicated in the enclosed **Annexure-'A'**.

You are therefore, requested to nominate 2-3 officers/officials for each training programme. The names of nominated officers/officials alongwith contact numbers (Form enclosed as **Annexure-'B'**) for each programme may please be sent to this Institute latest by 22<sup>nd</sup> August, 2015 so that the Institute could make arrangements accordingly. It is further requested that once the officer(s)/official(s) is/are nominated for the training they should invariably attend the training without fail. However, if the nominated officer(s)/official(s) is/are unable to attend the programme due to some unavoidable circumstances, a substitute may be deputed to attend the programme so that the training programme does not remain underutilized and Government money may not go waste.

Please note that those officers/officials may not be nominated who have already undergone these trainings earlier at HIPA as per Training Policy, 2009. (No family members of the participants are allowed).

Information as indicated in the Annexure-'B' in respect of nominated officer(s)/official(s) may also be sent alongwith the nominations. This would help this Institute to convey acceptance to the nominated officer(s)/official(s) directly or enable this Institute to inform the officer(s) directly, if for any reason(s), the programme(s) is/are cancelled/postponed at a short notice. For the convenience of the participants, this Institute also plies its own buses to bring the participants from Shimla as per schedule mentioned at **Annexure-'C'**. For any inquiry in respect of the boarding/lodging please contact **Sh. Subhash, Assistant Manager, HIPA Hospitality Cooperative Society (Mess), Mobile No. 9805761330**.

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It is therefore requested that the officer(s)/official(s) of your department/organization may kindly be nominated for the enclosed training programme(s) and the names of **nominated officers/officials** alongwith the **Information Sheets** may please be sent to this Institute latest by 22<sup>nd</sup> August, 2015 positively.

Yours faithfully,



(Virender Sharma), HAS  
Joint Director,

H.P. Institute of Public Administration,  
Fairlawn, Shimla-171012

Tel.: 0177-2734666, Fax No.0177-2734679

E-mail: [hipa-hp@nic.in](mailto:hipa-hp@nic.in)

Dated: ~~July, 2015.~~

1st August, 2015

**Endst.No.: As above**

Copy to:

1. 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 HP Govt. departments/ organizations so that the slots do not go under-utilised for want of insufficient nominations.
2. Sh.Sandeep Kumar, Assistant Professor(IT) with a request to up-load Training Bulletin alongwith Annexures in HIPA Website.



(Virender Sharma), HAS

Joint Director,

H.P. Institute of Public Administration,

Fairlawn, Shimla-171012

## Training Programmes for the Month of September, 2015

Sr No	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
1.	ToT Programme at State Level under Sevottam	<ul style="list-style-type: none"> <li>Faculty Development Programme under "Sevottam"</li> <li>To enable government servants to describe the philosophy of "Sevottam" Compliant Citizen Charter and its implication for excellence in Public Service Delivery,</li> <li>Capacity building of potential trainers (identification from data base) on "Sevottam".</li> <li>To enable the participants to impart training on "Sevottam"</li> </ul>	5 days	07.09.2015 to 11.09.2015	Senior and Middle level Officers of State Govt. Departments	Sh.H.K.Sharma (Mob.93185-02508) Sh.Suresh Kumar
2.	Disciplinary Proceedings/Conduct Rules/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, Review &amp; Appeal) and (People with Disability) PWD Act, 1995.</li> </ul>	3 days	07.09.2015 to 09.09.2015	Gazetted and Non-Gazetted Officers of State Govt.	Sh.V.B.Lalit (Mob.98055-00011). Sh.Gagan Chauhan
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. Public Service Guarantee Act, 2011</li> <li>To make participants understand importance of ethical conduct behaviour at work place.</li> <li>To motivate participants to make ethical discussions &amp; bring certain positive changes in one's life.</li> <li>To change one's existing habits &amp; bring change in 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>	3 days	14.09.2015 to 16.09.2015	Gazetted and Non-Gazetted Officers of State Govt. (APIOs/PIOs. Appellate Authority	Sh.R.S.Kapoor (Mob.94596-08158)/ Ms.Sarita
4.	Office Procedure and Financial Administration	<ul style="list-style-type: none"> <li>To make the participant aware of Indian Financial Administration System, Centre-State Financial Relations and Resource Sharing, Budgeting and Accounting in Govt., Stores Management in Govt., Financial Control system in Government, Parliamentary Financial Control and to equip the participants with Service Rules and (People with Disability) PWD Act, 1995</li> </ul>	5 days	14.09.2015 to 18.09.2015	Gazetted and Non-Gazetted Officers of State Govt.	Sh.Vijay Panwar (Mob.94181-22952)/ Sh.Gagan Chauhan

Sr. No.	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
5.	Disciplinary Proceedings/Conduct Rules/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, Review &amp; Appeal) and (People with Disability) PWD Act, 1995</li> </ul>	3 days	21.09.2015 to 23.09.2015	Gazetted and Non-Gazetted Officers of State Govt.	Sh.V.B.Lalit (Mob.98055-0001) Sh.Gagan Chauhan
6.	Training of Land Records Computerization (Him Bhumi, Him Rus, Lak Mitra, Bhunaksha.)	<ul style="list-style-type: none"> <li>To familiarize the participants with the computerization of land records using related e-applications such as Him Bhumi, Himrus, Lokmitra &amp; Bhunaksha.</li> <li>To impart them necessary skills to work with various features of these applications so that they will be able to access information efficiently.</li> </ul>	2 days	21.09.2015 to 22.09.2015	Gazetted Officers of Revenue, Registration and Settlement Department	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
7.	Sevottam Compliant Citizens' Charter	<ul style="list-style-type: none"> <li>To enable government servants to describe the philosophy of "Sevottam" Compliant Citizen Charter and its implication for excellence in Public Service Delivery.</li> </ul>	3 days	24.09.2015 to 26.09.2015	Senior and Middle level Officers of State Govt. Departments	Sh.H.K.Sharma (Mob.93185-02508) Sh.Suresh Kumar
8.	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. Public Service Guarantee Act, 2011</li> <li>To make participants understand importance of ethical conduct behaviour at work place.</li> <li>To motivate participants to make ethical discussions &amp; bring certain positive changes in one's life.</li> <li>To change one's existing habits &amp; bring change in 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>	3 days	28.09.2015 to 30.09.2015	Gazetted and Non-Gazetted Officers of State Govt. (APIOs/PIOs, Appellate Authority)	Sh.R.S.Kapoor (Mob.94596-08158) Ms.Sarita

HIMACHAL PRADESH INSTITUTE OF PUBLIC ADMINISTRATION, HIPA  
FAIRLAWN, SHIMLA-171012

INFORMATION SHEET

PROGRAMME TITLE: \_\_\_\_\_

w.e.f. (DD/MM/YY) \_\_\_\_\_ to (DD/MM/YY) \_\_\_\_\_

Designation: \_\_\_\_\_

Level: \_\_\_\_\_

Office Address: \_\_\_\_\_

City: \_\_\_\_\_ State : \_\_\_\_\_

Pin: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure

Date \_\_\_\_\_

PERSONAL DETAILS:

Name: \_\_\_\_\_

Fathers Name: \_\_\_\_\_

Gender: M \_\_\_\_\_ F \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Religion: \_\_\_\_\_

Qualification: \_\_\_\_\_

Category: \_\_\_\_\_

IDENTITY: (carry your ID card at the time of training)

AADHAR CARD: \_\_\_\_\_

PAN CARD: \_\_\_\_\_ VOTER

ID: \_\_\_\_\_

CONTACT DETAIL(S):

E-mail ID: \_\_\_\_\_

Phone number (s): \_\_\_\_\_

Office \_\_\_\_\_

Home \_\_\_\_\_

Mobile \_\_\_\_\_

ANY OTHER INFORMATION:

For any queries please contact:

Himachal Institute of Public Administration,  
HIPA, Fairlawn, Shimla-12

Candidate's Signature: \_\_\_\_\_

url: <http://hipashimla.nic.in>

email: [hipa-hp@nic.in](mailto:hipa-hp@nic.in),

[pmu2-sird@hp.gov.in](mailto:pmu2-sird@hp.gov.in)

Fax: 0177-2734-679

Phone: 0177-2734777/666

Sponsoring Authority  
(Name, Designation with contact details)

OFFICE USE ONLY:

DIARY NUMBER: \_\_\_\_\_

TRAINING ID: \_\_\_\_\_