

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

Fairlawn, Shimla-171012

Dated: 27th 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 October, 2015.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes at the Institute during the month of **October, 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 19th September, 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 19th September, 2015** positively.

It has also been observed that the participants are often nominated at the last stage without any information to HIPA. Due to inadequate nominations the course have 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 to HIPA about it as well.

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

Endst .No.: As above

Dated: 27th August, 2015.

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 Departments/Organizations of the State Govt. so that the slots do not go under-utilized 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 October, 2015 at HIPA, Fairlawns, Shimla-12

Sr No	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
1.	Office Procedure and Financial Administration	<ul style="list-style-type: none"> 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. 	5 days	28.09.2015 to 03.10.2015	Gazetted and Non-Gazetted Officers of State Govt.	Sh Vijay Panwar (Mob 94181-22952)/ Sh.Gagan Chauhan
2.	Disciplinary Proceeding/ Conduct Rules/ Departmental Enquiry	<ul style="list-style-type: none"> 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, Review & Appeal) and (People with Disability) PWD Act, 1995 	3 days	05.10.2015 to 07.10.2015	Gazetted and Non-Gazetted Officers of State Govt.	Sh.V B Lalit (Mob.98055-00011)/ Sh.Jia Lal
3.	Computer Course on Power Point	<ul style="list-style-type: none"> 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. 	3 days	05.10.2015 to 07.10.2015	Gazetted and Non-Gazetted Officers of State Govt.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
4.	Right to Information Act, 2005 and H.P. Services Guarantee Act, 2011	<ul style="list-style-type: none"> To equip the participants with the concept of Right to Information Act, 2005 To equip the participants with the concept of H.P. Public Service Guarantee Act, 2011 To make participants understand the importance of ethical conduct behaviour 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 	3 days	12.10.2015 to 15.10.2015	Gazetted and Non-Gazetted Officers of State Govt. (APIOs/ PIOs, Appellate Authority)	Sh.R S Kapoor (Mob.94596-08158)/ Ms.Sarita

5.	Basic Computer Course on Word, Internet & E-mail	<ul style="list-style-type: none"> 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. To familiarize and apprise the participants with the basics of internet and to impart them necessary skills so that they can able to do net surfing, download & upload data, e-mail, 	5.daus	12.10.2015 to 16.10.2015	Gazetted and Non-Gazetted Officers of State Govt.	Sh Sandeep Kumar (Mob 94182-66344) Ms.Teena Chauhan
6.	Sevottam Compliant Citizens' Charter	<ul style="list-style-type: none"> To enable government servants to describe the philosophy of "Sevottam" Compliant Citizen Charter and its implication for excellence in Public Service Delivery, 	3 days	15.10.2015 to 17.10.2015	Senior and Middle level Officers of State Govt Departments	Sh.H.K Sharma (Mob 93185-02508)/ Sh Suresh Kumar
7.	Noting & Drafting	<ul style="list-style-type: none"> To understand concept of office in Government. To develop knowledge in Noting & Drafting Skills as per hand book of Office Procedure. To impart detail knowledge of record keeping and managing files. To acquaint them with (People with Disability) PWD Act, 1995 		19.10.2015 to 21.10.2015	Gazetted and Non-Gazetted Officers of State Govt	Sh.V.B Lalit (Mob 98055-00011)/ Sh Gagan Chauhan
8.	Office Procedure and Financial Administration	<ul style="list-style-type: none"> 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 	5 days	26.10.2015 to 31.10.2015	Gazetted and Non-Gazetted Officers of State Govt.	Sh Vijay Panwar (Mob 94181-22952)/ Sh Gagan Chauhan

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

INFORMATION SHEET

PROGRAMME TITLE: _____

w.e.f. (DD/MM/YY) _____ to (DD/MM/YY) _____

Name _____

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,

pmu2-sird@hp.gov.in

Fax: 0177-2734679

Phone: 0177-2734777/666

Sponsoring Authority
(Name, Designation with contact details)

OFFICE USE ONLY:

DIARY NUMBER _____


TRAINING ID _____

No. HIPA (Vehicle)-2/95-IV
Government of Himachal Pradesh
Institute of Public Administration
Fairlawns, Shimla-171012 **Dated the 25th August, 2015.**

Order

In supersession of all previous office orders, the Routes/Timings of both the Institute buses are hereby fixed as under which will be applicable from **1st September, 2015:**

Morning 1st Bus		Morning 2nd Bus	
Station	Departure Time (AM)	Station	Departure Time (AM)
HIPA	8.00	HIPA	8.00
Dhalli	8.05	Dhalli	8.05
Sanjauli	8.15	Auckland Tunnel	8.15
Chhota Shimla	8.25	Victory Tunnel	8.25
Talland	8.30	Old Bus Stand	8.26
Khallini Chowk	8.32	Lift	8.28
Kanlog	8.35	Talland	8.33
Lal Pani	8.40	BCS	8.40
ISBT	8.50	Vikas Nagar	8.43
Boileauganj Crossing	8.55	Panthaghati	8.48
103 Tunnel	9.00	Kasumpti	8.50
Victory Tunnel	9.05	Chotta Shimla	9.05
Auckland Tunnel	9.15	Sanjauli Chowk	9.15
Dhalli by Pass	9.20	Sanjauli By Pass	9.20
Dhalli	9.30	Dhalli	9.30
Arrival at HIPA	9.35	Arrival at HIPA	9.35
Evening 1st Bus		Evening 2nd Bus	
Station	Departure Time (PM)	Station	Departure Time (PM)
HIPA	5.10	HIPA	5.10
Dhalli by Pass	5.25	Dhalli by Pass	5.25
Sanjauli Chowk	5.30	Auckland Tunnel	5.30
Chhota Shimla	5.40	Victory Tunnel	5.40
Kasumpti	5.43	Tunnel 103	5.45
Panthaghati	5.45	Boileauganj Crossing	5.50
Vikasnagar	5.50	ISBT	6.00
BCS	5.53	Lal Pani	6.05
Talland	6.00	Kanlog	6.10
Lift	6.10	Khallini Chowk	6.13
Bus Stand (Old)	6.13	Talland	6.15
Victory Tunnel	6.15	Chhota Shimla	6.20
Auckland Tunnel	6.25	Sanjauli	6.35
Dhalli By Pass	6.40	Dhalli By Pass	6.40
Arrival HIPA	6.50	Arrival HIPA	6.50


(Madhu Bala Sharma), IAS
Director,

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

Endst. No. As above.

Dated the 25th August, 2015.

Copy forwarded to:-

1. The Additional Chief Secretary (Trg.) to the Govt. of H.P. for information.
2. All the HIPA Faculty Members/Course Director/ Officers for information.
The timings of both the buses be intimated to all the participants attending courses commencing from 1st September, 2015 in call letters.
3. The Assistant Professor (IT), HIPA with a request to upload in the HIPA Website.
4. All the Superintendents/Branches, HIPA.
5. All the Drivers/Cleaner-cum-Conductors, HIPA for compliance.
6. Notice Board, HIPA.



(Madhu Bala Sharma), IAS
Director,
H.P. Institute of Public Administration,
Fairlawns, Shimla-171012