

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

**Fairlawn, Shimla-171012**

**Dated: 19<sup>th</sup> October, 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 December, 2015.**

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes at the Institute during the month of **December, 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 21<sup>st</sup> November, 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 21<sup>st</sup> November, 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 HIPA about it as well.

Yours faithfully,

(Virender Sharma), HAS  
Additional 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)

**Endst .No.: As above**

**Dated: October, 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  
Additional Director,  
H.P. Institute of Public Administration,  
Fairlawn, Shimla-171012

## Training Programmes for the Month of December,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.	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 the 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>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	01.12.2015 to 03.12.2015	Gazetted and Non-Gazetted Officers of State Govt. (APIOs/ PIOs. Appellate Authority	Sh.R.S.Kapoor (Mob.94596-08158) Ms.Gagan Chauhan
2.	Basic Computer Course on World, Internet and Email.	<ul style="list-style-type: none"> <li>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.</li> <li>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 &amp; upload data, e-mail, attachment etc.</li> </ul>	5 days	01.12.2015 to 05.12.2015	Gazetted and Non-Gazetted Officers of State Govt.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
3.	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 as per hand book of Office Procedure.</li> <li>To impart detail knowledge of record keeping and managing files.</li> <li>To acquaint them with (People with Disability) PWD Act, 1995</li> </ul>		07.12.2012 to 09.12.2015	Gazetted and Non-Gazetted Officers of State Govt.	Sh.V.B.Lalit (Mob.98055-00011)/ Sh.Jia Lal
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.</li> </ul>	5 days	14.12.2015 to 18.12.2015	Gazetted and Non-Gazetted Officers of State Govt.	Sh.Vijay Panwar (Mob.94181-22952)/ Sh.Gagan Chauhan

5.	Disciplinary Proceeding/ 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	21.12.2015 to 23.12.2015	Gazetted and Non-Gazetted Officers of State Govt.	Sh.V.B.Lalit (Mob.98055-00011)/ Sh.Jia Lal
6.	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 the 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>• 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	21.12.2015 to 23.12.2015	Gazetted and Non-Gazetted Officers of State Govt. (APIOs/ PIOs. Appellate Authority	Sh.R.S.Kapoor (Mob.94596-08158)/ Sh.Gagan Chauhan