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

Fairlawn, Shimla-171012 **Dated:** 02-12-2015

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.**
6. **The Secretary, H.P.Public Service Commission, Nigam Vihar, Shimla-171002.**

Subject: **Training Bulletin for the conduct of Training Programmes at HIPA during the month of January, 2016.**

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes at the Institute during the month of **January, 2016.** 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 26th December, 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 26th December, 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

Endst .No.: As above ***Dated:*** 02-12-2012

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

Annexure-A

Training Programmes for the Month of January,2016 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	• 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	28.12.2015 to 01.01.2016	Gazetted and Non-Gazetted Officers of State Govt.	Sh.Vijay Panwar (Mob.94181-22952)/ Sh.Gagan Chauhan
2.	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. 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	06.01.2016 to 07.01.2016	Gazetted and Non-Gazetted Officers of State Govt. (APIOs/ PIOs. Appellate Authority	Sh.R.S.Kapoor (Mob.94596-08158) Ms.Gagan Chauhan
3.	Office Procedure and Financial Administration	• 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	11.01.2016 to 15.01.2016	Gazetted and Non-Gazetted Officers of State Govt.	Sh.Vijay Panwar (Mob.94181-22952)/ Sh.Gagan Chauhan
4.	Communication and Presentation Skills	• To improve performance and understanding human behaviour. • 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. • To acquaint them with the (People with Disability) PWD Act, 1995	3 days	13.01.2016 to 15.01.2016	Officers of various departments of the State Govt.	Sh.V.B.Lalit (Mob.98055-00011)/ Sh.Jia Lal
5.	Good Governance.	• To make aware the participants with the concept and emerging trends in Good Governance. • To highlight the need for improved Governance in the changing economic and social circumstances. • To acquaint them with the (People with Disability) PWD Act, 1995	3 days	19.01.2016 to 21.01.2016	Senior and Middle level officers of State Govt. Departments	Sh.R.S.Kapoor Mob.:94596-08158/ Sh.Suresh Kumar
6.	Court Procedure	• To make aware the participants the duties and responsibilities of an officer- in-charge (in court cases) as defined in the Code of Civil Procedures 1908. • To generate awareness of the importance of Court work. • To acquaint them with the procedure to be followed in Courts while acting as an agent of the State. • To sensitize them to the role and conduct expected of a Judicial/ Quasi-Judicial officer in Court. • To acquaint them with the (People with Disability) PWD Act, 1995	3 days	28.01.2016 to 30.01.2016	Revenue Officers of the State Govt.	Sh.Vijay Panwar (Mob.94181-22952)/ Sh.Gagan Chauhan

Annexure-'B'

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