

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

Fairlawn, Shimla-171012

Dated: 02-07-2016

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 Heads of Boards/Corporations in H.P.
4. All the Deputy Commissioners in H.P.
5. The Secretary, H.P. Public Service Commission, Nigam Vihar, Shimla-171002.
6. The Additional 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 August, 2016.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes at the Institute during the month of **August, 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 23rd July, 2016** 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 23rd July, 2016** 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: 02-07-2016.

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 August, 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	<ul style="list-style-type: none"> To make the participants understand budgeting and accounting procedure in government. To acquaint the participants with the important provision of HPFR 2009. To acquaint the officers basic Income Tax related issues as applicable in government offices. 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. 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. Getting the participants familiar with online applications. To acquaint the participants with HIMKosh-IFMS, e-kosh, financing reporting system, e-salary, e-vitran, budget distribution system, budget preparation, estimation, allocation of budget in different heads of accounts, preparation of supplementary budget, budget re-appropriation, generation of annual financial statement, e-chalan- government receipt accounting system, e-service book. 	6 days	01.08.2016 to 06.08.2016	Only for <u>Gazetted Officers</u> of the State Govt.	Sh.Vijay Panwar (Mob.94181-22952) Sh.Gagan Chauhan
2.	Noting and 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. 	3 days	01.08.2016 to 03.08.2016	Non-Gazetted Officials of the State Government.	Sh.Vijay Sofra (Mob.94180-4091) Sh.Kamal Sharma
3.	Basic Computer Course on Word, Internet and Email.	<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 days	01.08.2016 to 05.08.2016	Gazetted and Non-Gazetted Officers of State Govt.	Sh.Sandeep Kumar (Mob.94182-6634) Ms.Teena Chauhan
4.	Communication and Presentation Skills.	<ul style="list-style-type: none"> To improve performance and understanding human 20behavior. 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. 	3 days	08.08.2016 to 10.08.2016	Officers of various Departments of the State Govt.	Sh.Vijay Sofra (Mob.94180-4091) Sh.Kamal Sharma
5.	Importance of Ethics and Values.	<ul style="list-style-type: none"> To understand the importance of ethical conduct behavior at work place. To motivate participants to make ethical discussions. 	3 days	10.08.2016 to 12.08.2016	Senior and & Middle Level Officers of State Govt.	Sh.B.L.Shukla (Mob.94184-9400) Sh.Kamal Sharma
6.	Court Procedure for Revenue Department.	<ul style="list-style-type: none"> 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. 	3 days	10.08.2016 to 12.08.2016	Officers of the Revenue Department.	Sh.Vijay Panwar (Mob.94181-2295) Sh.Gagan Chauhan
7.	Service Delivery/ Citizens' Charter/Sevottam .	<ul style="list-style-type: none"> To identify the need of Public Service Delivery. To create awareness among the participants for time bound Service Delivery to Citizens and to maintain consistency and excellence in public service delivery. To enhance the capability of participants to formulate "Sevottam" Compliant Citizens Charter through consultative and participatory approach. To enable the participants to explain the importance of Good Governance and to ensure quality services in time bound manner. 	3 days	16.08.2016 & 18.08.2016	Senior and Middle level officers of State Govt. Deptts.	Sh.H.K.Sharma Mob.93185-02508 Sh.Suresh Kumar

Sr. No.	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
8.	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	18.08.2016 to 20.08.2016	Gazetted and Non-Gazetted Officers of State Govt.	Sh.Sandeep Kumar (Mob.94182-6634) Ms.Teena Chauhan
9.	Audit and Performance Budget.	<ul style="list-style-type: none"> Audit, its importance and Role of CAG with respect to Audit. To make aware with Performance Budgeting & Zero base Budgeting. To explain plans and strategies to match current state of audit, performance budgeting & performance measurement with global standards. To acquaint them with the dealing of PAC/CAG Paras 	3 days	22.08.2016 to 24.08.2016	Gazetted Officers of the State Govt.	Sh.Praveen Chaudhary/ Sh.Kamal Sharma
10.	Disciplinary Proceedings/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	22.08.2016 to 24.08.2016	Gazetted and Non-Gazetted Officers of State Govt.	Sh.Vijay Sofra (9418040916) Sh.Kamal Sharma
11.	Course on IFMS(-E-Salary, E-Vitran, E-Pension, Budget Processing and NPS.	<ul style="list-style-type: none"> To familiarize the participants with the working of e-applications such as e-vitran, e-pension, budget processing and NPS. To impart them necessary skills to work with various features of these applications so that they will be able to deal official/ financial matter efficiently. 	2 days	26.08.2016 & 27.08.2016	DDOs/SAS/other officers and officials dealing with financial matters.	Sh.Sandeep Kumar (Mob.94182-6634) Ms.Teena Chauhan
12.	Computer Course on Manav Sampda(e-salary, e-Service Book MIS Reporting, Mobile Applications)	<ul style="list-style-type: none"> To familiarize the participants with the working of e-applications such as e-service book, MIS reporting and mobile applications. To impart them necessary skills to work with various features of these applications so that they will be able to access/update information efficiently. 	2 days	29.08.2016 & 30.08.2016	Gazetted and Non-Gazetted Officers of the State Govt.	Sh.Sandeep Kumar (Mob.94182-6634) Ms.Teena Chauhan
13.	Office Procedure and Financial Administration	As mentioned at Sr.No. 1 above.	6 days	29.08.2016 to 03.09.2016	Only Non-Gazetted Officials of the State Govt.	Sh.Vijay Panwar (Mob.94181-22952) Sh.Gagan Chauhan
14.	Communication and Presentation Skills.	As mentioned at Sr.No.4 above.	3 days	29.08.2016 to 31.08.2016	Officers of various Departments of the State Govt.	Sh.Vijay Sofra (Mob.94180-4091) Sh.Kamal Sharma
15.	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 behavior 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	29.08.2016 to 31.08.2016	Gazetted and Non-Gazetted Officers of State Govt. (Appellate Authorities/ PIOs)	Sh.R.S.Kapoor (Mob.94596-0815) Ms.Gagan Chauhan
16.	Working with Tablet/Smart phone using Android.	<ul style="list-style-type: none"> To familiarize the participants with the working of Tablet/ Smartphone and to impart them necessary skills to work with various features of Android application so that they will be able to download Apps., With with various Apps, Surfing net etc. 	2 days	02.09.2016 to 03.09.2016	Gazetted and Non-Gazetted Officers of State Govt.	Sh.Sandeep Kumar (Mob.94182-6634) Ms.Teena 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:

Annexure - C

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 1 st Bus		Morning 2 nd 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 1 st Bus		Evening 2 nd 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