

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

**Fairlawn, Shimla-171012      Dated:      April, 2017**

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,**
- 6. Shimla-171002.**
- 7. 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 June, 2017.**

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes at the Institute during the month of June, 2017. The objectives, duration and dates of these programmes have been indicated in the enclosed **Annexure-‘A’**.

You are therefore, requested to nominate **5-6 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 20<sup>th</sup>May, 2017** 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.**

**Contd...page.....2/-**

It is therefore requested that the **5-6 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 20<sup>th</sup>May, 2017** 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 has 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.

It is also informed that **no family member(s) etc. of participants are allowed to stay in HIPA during training. It is further requested that mobile numbers of nominated officers/officials may please be mentioned compulsorily in the nomination letters. The above instructions may please be communicated to the officers/officials who are nominated for training.**

It is further requested that due to heavy construction/repair works in the Institute campus, the Institute is unable to provide parking facility within the Institute campus. **The nominated officers/officials may please be directed not to bring their personal vehicles during the training programmes.** In case they bring their personal vehicles the same will have to be parked outside the Institute in the nearest parking area available at Sanjauli. The Institute bus will be available at Sanjauli at 09.15 AM in morning and 06.35 PM in the evening.

Yours faithfully,

(Ravinder Nath 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)

**Endst .No.: As above  
2017.**

**Dated: April,**

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. **It is further requested that the participants may be directed telephonically not to bring their personal vehicles to the Institute for attending the training programmes.**
2. The Chief Executive Officer, HIPA Hospitality Cooperative Society for information and necessary action.
3. Sh.Sandeep Kumar, Assistant Professor(IT) with a request **to up-load Training Bulletin alongwith Annexures in HIPA Website.**
4. The Mess/Hostel Managers, HIPA for information and necessary action.

(Ravinder Nath Sharma),HAS  
Joint Director,  
H.P. Institute of Public Administration,  
Fairlawn, Shimla-171012

## Training Programmes for the Month of June, 2017 at HIPA, Fairlawns, Shimla-12

Sr. No	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
1.	Noting and 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> </ul>	3 days	06.06.2017 to 08.06.2017	Non-Gazetted Officials of the State Government.	Sh.Vijay Sofra (Mob.94180-40916) Sh.Kamal Sharma
2.	Working with Tablet/Smart phone.	<ul style="list-style-type: none"> <li>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.</li> </ul>	2 days	07.06.2017 to 08.06.2017	Gazetted and Non-Gazetted Officials of State Govt.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
3.	Office Procedure and Financial Administration	<ul style="list-style-type: none"> <li>To make the participants understand budgeting and accounting procedure in government.</li> <li>To acquaint the participants with the important provision of HPFR 2009.</li> <li>To acquaint the officers basic Income Tax related issues as applicable in government offices.</li> <li>To make the participants aware of various Rules/Regulations governing the government employees like TA/DA, Pension, Medical Rules, etc.</li> <li>To made the participants aware about the procurement procedure in government and inventory management.</li> <li>To give the participants holistic knowledge about GPF, CPF, New Pension Scheme.</li> <li>To made the participants aware of general conditions of services with emphasis on FR/SR.</li> <li>Getting the participants familiar with online applications.</li> <li>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.</li> </ul>	6 days	12.06.2017 to 17.06.2017	<b>Non-Gazetted Officials.</b>	Sh.Vikas Gupta (Mob. 94184-52830) Sh.Gagan Chauhan
4.	Basic Computer Course on Word, Internet & E-mail	<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,</li> </ul>	5 days	12.06.2017 to 16.06.2017	Gazetted and Non-Gazetted officials.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
5.	Service Delivery/ Citizens' Charter under Sevottam .	<ul style="list-style-type: none"> <li>To identify the need of Public Service Delivery.</li> <li>To create awareness among the participants for time bound Service Delivery to Citizens and to maintain consistency and excellence in public service delivery.</li> <li>To enhance the capability of participants to formulate "Sevottam" Compliant Citizens Charter through consultative and participatory approach.</li> <li>To enable the participants to explain the importance of Good Governance and to ensure quality services in time bound manner.</li> </ul>	3 days	15.06.2017 to 17.06.2017	Senior and Middle level officers of State Govt. Deptts.	Sh.H.K.Sharma Mob.93185-02508
6.	Sevottam for Cutting Edge Level Staff.	<ul style="list-style-type: none"> <li>To create awareness about Sevottam.</li> <li>To achieve excellence in Public Service Delivery.</li> <li>To enhance the capability of participants to formulate "Sevottam" Compliant Citizens Charter through consultative and participatory approach.</li> </ul>	5 day	19.06.2017 to 23.06.2017	Non.Gazetted Officials.	Sh.H.K.Sharma Mob.93185-02508
7.	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 behavior 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	19.06.2017 to 21.06.2017	FAAs, PIOs,APIOs and other officials dealing with RTI.	Sh.R.S.Kapoor (Mob.94596-08158) Ms.Gagan Chauhan
8.	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	27.06.2017 to 29.06.2017	Gazetted and Non-Gazetted Officials of State Govt.	Sh.Vijay Sofra (Mob.9418040916) Sh.Kamal Sharma
9.	Communication and Presentation Skills.	<ul style="list-style-type: none"> <li>To improve performance and understanding human behavior.</li> <li>To understand the communication process, identifying communication problems and outlining ways to improve.</li> <li>To know more about personal communication, its goals, outcomes, problems and strategies for improvement.</li> </ul>	3 days	28.06.2016 to 30.06.2016	Officers of various Departments of the State Govt.	Sh.Vijay Sofra (Mob.94180-40916) Sh.Kamal Sharma
10.	Right to Information Act, 2005 and H.P. Services Guarantee Act, 2011	<ul style="list-style-type: none"> <li>As mentioned at Sr.No.7 above.</li> </ul>	3 days	28.06.2017 to 30.06.2017	FAAs, PIOs,APIOs and other officials dealing with RTI.	Sh.R.S.Kapoor (Mob.94596-08158) Ms.Gagan Chauhan
11.	Computer Course on Power Point	<ul style="list-style-type: none"> <li>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.</li> </ul>	3 days	29.06.2017 to 01.07.2017	Gazetted and Non-Gazetted Officers of State Govt.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan