

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

Fairlawn, Shimla-171012

Dated: 8th May, 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 July, 2017.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes at the Institute during the month of July, 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 17th June, 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.**

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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 17th June, 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

Dated: 8th May, 2017.

Endst.No.: As above

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 July, 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. | 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 days | 03.07.2017 to 07.07.2017 | Gazetted and Non-Gazetted officials. | Sh. Sandeep Kumar (Mob.94182-66344) Ms. Teena 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 | 03.07.2017 to 05.07.2017 | Non-Gazetted Officials of the State Government. | Sh. T.R. Azad (Mob.94186-86869) Sh. Kamal Sharma |
| 3. | Court Procedure | <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. To acquaint them with the (People with Disability) PWD Act, 1995 | 3 days | 05.07.2017 to 07.07.2017 | Revenue Officers of the State Govt. | Sh. Vikas Gupta (Mob. 94184-52830) Sh. Gagan 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 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 | 05.07.2017 to 07.07.2017 | FAAs, PIOs, APIOs and other officials dealing with RTI. | Sh. R.S. Kapoor (Mob.94596-08158) Ms. Gagan Chauhan |
| 5. | 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-vitrans, 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 | 10.07.2017 to 15.07.2017 | Non-Gazetted Officials. | Sh. Vikas Gupta (Mob. 94184-52830) Sh. Gagan Chauhan |
| 6. | Sevottam for Cutting Edge Level Staff. | <ul style="list-style-type: none"> To create awareness about Sevottam. To achieve excellence in Public Service Delivery. To enhance the capability of participants to formulate "Sevottam" Compliant Citizens Charter through consultative and participatory approach. | 5 day | 10.07.2017 to 14.07.2017 | Non-Gazetted Officials. | Sh. H.K. Sharma Mob.93185-02508 |
| 7. | One-day Course on Cashless Transactions. | To familiarize the participants with the various online services and payment modes. | 1 day | 11.07.2017 | Gazetted/Non-Gazetted officials | Sh. Sandeep Kumar (Mob.94182-66344) Ms. Teena Chauhan |
| 8. | 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 | 13.07.2017 to 15.07.2017 | Senior and & Middle Level Officers of State Govt. | Sh. Parveen Chaudhary (Mob.9459664850) Sh. Kamal Sharma |

| Sr. No | Name of the Programme | Objectives in brief | Duration | Dates | Level of Participants | Course Director/ Course Assistant |
|--------|--|--|----------|--------------------------|---|--|
| 9. | Computer Course on Excel. | <ul style="list-style-type: none"> To familiarize and apprise the participants with the basics of computer application on excel and to impart them necessary skills to work on office automation tools available under Windows. | 2 days | 14.07.2017 to 15.07.2017 | Gazetted and Non-Gazetted officers of State Govt. Deptts. | Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan |
| 10. | 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 | 20.07.2017 to 22.07.2017 | Senior and Middle level officers of State Govt. Deptts. | Sh.H.K.Sharma Mob.93185-02508 |
| 11. | 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 | 20.07.2017 to 22.07.2017 | Gazetted and Non-Gazetted Officials of State Govt. | Sh.T.R.Azad (Mob.94186-86869) Sh.Kamal Sharma |
| 12. | Good Governance. | <ul style="list-style-type: none"> 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 | 20.07.2017 to 22.07.2017 | Senior and Middle level officers of State Govt. Departments | Sh.R.S.Kapoor Mob.:94596-08158/ Ms.Shaloo Mehta |
| 13. | 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 | 20.07.2017 to 22.07.2017 | Gazetted Officers of the State Govt. | Sh.Praveen Chaudhary/ Sh.Kamal Sharma |
| 14. | Office Procedure and Financial Administration | <ul style="list-style-type: none"> As mentioned at Sr.No.5 above | 6 days | 24.07.2017 to 29.07.2017 | Gazetted Officials. | Sh.Vikas Gupta (Mob. 94184-52830) Sh.Gagan Chauhan |
| 15. | 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 | 24.07.2017 to 26.07.2017 | Gazetted and Non-Gazetted Officers of State Govt. | Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan |
| 16. | Right to Information Act, 2005 and H.P. Services Guarantee Act, 2011 | <ul style="list-style-type: none"> As mentioned at Sr.No.4 above. | 3 days | 27.07.2017 to 29.07.2017 | FAAs, PIOs,APIOs and other officials dealing with RTI. | Sh.R.S.Kapoor (Mob.94596-08158) Ms.Gagan Chauhan |
| 17. | Working with Tablet/Smart phone. | <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 | 28.07.2017 to 29.07.2017 | Gazetted and Non-Gazetted Officials of State Govt. | Sh.Sandeep Kumar (Mob.94182-66344) 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