No. HIPA (Trg.)G-15/2004-XVI
Government of Himachal Pradesh
Institute of Public Administration

From

The Director,
Dr. M.S.H.P. Institute of Public Administration,

To

1. **All the Heads of Departments in H.P.**
2. **All the Heads of Boards/Corporations in H.P.**
3. **All the Divisional Commissioners in H.P.**
4. **All the Deputy Commissioners in H.P.**
5. **All the Registrar of Central/State Universities of H.P.**
6. **The Secretary, H.P. Public Service Commission, Nigam Vihar, Shimla-02.**
7. **The Special Secretary (SA) to the Govt. of H.P., Shimla-2.**
8. **The Secretary, H. P. Vidhan Sabha, Shimla-171004.**

Fairlawn, Shimla-171012   Dated: 9ᵗʰ **March, 2026.**

Subject: **Training Bulletin for the conduct of Training Programmes at MSHIPA during the month of April, 2026 and May, 2026.**

Sir/Madam,

The Dr. Manmohan Singh Himachal Pradesh Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of **April, 2026 and May, 2026** as per list enclosed **as Annexure-'A' & 'B'.** The objectives, duration and dates of these training programmes have been indicated in the said annexures.

It is therefore, requested to nominate **3-4 officers/officials for each training programme. The names of nominated officers/officials** for each training programme may be entered on the online portal of the institute (https://genpmis.hp.nic.in/) **latest by 25ᵗʰ March, 2026 & 25ᵗʰ April, 2026** so that arrangements can be made accordingly. It is further requested that once the officer(s)/official(s) is/are nominated for the training, they should invariably attend the same without fail. However, if the nominated officer(s)/official(s) is/are unable to attend the training programme due to some unavoidable circumstances, a substitute may be deputed to attend the said programme so that the training programme does not remain underutilized and Government money may not go to waste.

Please note that as per Training Policy 2009, those officers/officials may not be nominated, who have already undergone these trainings earlier at MSHIPA. In addition to this, instructions contained in **Annexure-'C'** may kindly be adhered to in letter and spirit.

Yours faithfully,

(Rupali Thakur) IAS
Director,
Dr. Manmohan Singh,
H.P. Institute of Public Administration,
Fairlawn, Shimla-171012,
Tel.: 0177-2734777,
E-mail: hipa-hp@nic.in
9ᵗʰ**March, 2026.**

Endst .No.: As above   Dated: 9ᵗʰ**March, 2026.**
Copy to:

1. The Secretary (Training) to the Government of Himachal Pradesh, Shimla-171002 with reference to letter No. Per(Trg.)B(12)-5/2017 dated 13.11.2019 for information.

2. 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. **The Course Directors will ensure the adherence to the SOPs issued by the State Government and Govt. of India from time to time.**

3. The Chief Executive Officer/Manager, HIPA Hospitality Cooperative Society for information and necessary action.

4. Sh. Sandeep Kumar, Assistant Professor (IT) with a request **to up-load the Training Bulletin along with Annexures in MSHIPA Website**.

Director,
Dr. Manmohan Singh,
H.P. Institute of Public Administration,
Fairlawn, Shimla-171012.

Training Programmes for the month of <u>April,2026</u> at HIPA, Fairlawn, Shimla-12

Sr. No.	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
1.	Gem & e-Procurement	• The participants will learn and acquire practical knowledge of the Government e-Marketplace (GeM) Portal and its Procurement Procedure such as Registration of Organization, Creation of User Accounts, Placement of Order for Goods & Services, Receipt of Goods, Bidding and Reverse Auction.	2 day	01.04.2026 to 02.04.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
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 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.	2 days	06.04.2026 to 07.04.2026	Gazetted and Non-Gazetted Officials of State Government	Ms. Kiran Kumari Mob. 75909-69809 Ms. Diksha Mob. 75600-71404
3.	Computer Course on Word Processing and use of AI (Chatgpt) in official work	• Enable the participants to edit and format office letters, DO, report etc. using various features of MS-Word. • Generate text for various document types, including letters, reports, memos and other official documents using chatgpt.	2 days	06.04.2026 to 08.04.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
4.	Office Procedure and Financial Administration	• 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.	5 days	06.04.2026 to 10.04.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Jia Lal Kamal Mob.94185-11282
5.	Landslide Risk Reduction & Slope Safety	• The main objective of Landslide Risk Reduction (LRR) & Slope Safety is to minimize the loss of life, property, and economic disruption caused by ground failure. It seeks to proactively manage landslide hazards through a combination of engineering, land-use planning, and community preparedness.	3 days	07.04.2026 to 09.04.2026	Gazetted and Non-Gazetted Officials of State Government	Dr. Khyal Chand Mob. 88949-30726 Sh. Love Kumar Mob.9816156177
6.	E-Governance Services in HP e-Office, Him Access, APAR, CM Helpline, Aadhar, NESDA Framework, UI/UX, DPDP Act.	• This training programme aims to enhance participants' understanding of key e-Governance platforms such as HP e-Office, HimAccess, APAR, CM Helpline, Aadhaar, and the National e-Governance Service Delivery Assessment framework. It focuses on strengthening digital service delivery through improved UI/UX practices while ensuring data privacy compliance under the Digital Personal Data Protection Act, 2023. The programme promotes transparency, efficiency, accountability and citizen-centric governance.	2 days	09.04.2026 to 10.04.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
7.	Official Communication Skills: Noting and Drafting	• To understand concept of office in government. • To develop knowledge in Noting & Drafting skills per hand book of office procedure. • To impart detail knowledge of record keeping and managing files.	3 days	16.04.2026 to 18.04.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Amit Bhardwaj Mob. 85806-46544 Sh. Jia Lal Kamal Mob.94185-11282
8.	Cyber Security	• To equip participants with the knowledge, skills and best practices necessary to secure digital assets, protect against cyber threats and contribute to a resilient and secure organizational environment.	2 days	17.04.2026 to 18.04.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
9.	School Transport & Child Road Safety	• To equip school transport staff and stakeholders with the knowledge and skills needed to ensure safe transportation of children and promote responsible road safety behaviour.	1 days	18.04.2026	Gazetted and Non-Gazetted Officials of State Government	Dr. Khyal Chand Mob. 88949-30726 Sh. Love Kumar Mob.9816156177
10.	Training Programme on Sevottam for Cutting Edge Level Staff	• Sevottam is a generic framework for achieving excellence in public service delivery and was proposed by the 2nd Administrative Reforms Commission (ARC). It has been developed with the overarching objective of improving the quality of public service delivery in the State.	3 days	20.04.2026 to 22.04.2026	Gazetted and Non-Gazetted Officials of State Government	Dr. Khyal Chand Mob. 88949-30726 Ms. Diksha Mob. 75600-71404
11.	Institutional Disaster Management Planning (IDMP) for Educational Institutions	• To establish a structured framework that enables educational institutions to prevent, prepare for respond to and recover from disasters effectively & ensure the safety of students, staff and infrastructure through coordinated planning, risk reduction and emergency response mechanisms.	5 days	20.04.2026 to 24.04.2026	Gazetted and Non-Gazetted Officials of State Government	Dr. Khyal Chand Mob. 88949-30726 Sh. Love Kumar Mob.9816156177
12.	Communication and Presentation Skills	• To improve performance and understanding human behavior. • To understand the communication process,	3 days	23.04.2026 to 25.04.2026	Gazetted and Non-Gazetted Officials of State	Sh. Abhishek Thakur Mob. 78079-28736

		ways to improve. • To know more about personal communication, its goals, outcomes, problems and strategies for improvement.				Sh. Dinesh Mehta Mob. 82198-57517
13.	Computer Course on Manav Sampada (E-Service Book)	• 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.	3 days	23.04.2026 to 25.04.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
14.	Women-Centric Disaster Risk Reduction	• The main objective of this programme is to transition women from being viewed solely as vulnerable victims to recognizing them as active agents of change, leaders, and decision-makers in all phases of disaster management (prevention, preparedness, response, and recovery).	2 days	27.04.2026 to 28.04.2026	Gazetted and Non-Gazetted Officials of State Government	Dr. Khyal Chand Mob. 88949-30726 Sh. Love Kumar Mob.9816156177
15.	Compute Course on Excel	• 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	27.04.2026 to 28.04.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
16.	CCS (Conduct Rules) 1964 & Procedure of Disciplinary Proceedings under CCS(CCA) Rules 1965	• 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.	3 days	27.04.2026 to 29.04.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Amit Bhardwaj Mob. 85806-46544 Sh. Amit Kumar Mob. 94598-02909
17.	Salary and Pension Processing System	• The main objective of this programmes is to automate, streamline, and secure the calculation and disbursement of employee salaries and retiree benefits. It aims to enhance accuracy, transparency, and efficiency while reducing manual errors and processing delays.	1 day	30.04.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395

Training Programmes for the month of <u>May, 2026</u> at HIPA, Fairlawn, 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 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.	5 day	04.05.2026 to 08.05.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Jia Lal Kamal Mob.94185-11282
2.	Flood & Flash Flood Preparedness (Pre-Monsoon)	• The Flood & Flash Flood Preparedness (Pre-Monsoon) Training Programme aims to strengthen the capacity of stakeholders to anticipate, prepare for and effectively respond to flood and flash flood risks before the monsoon season.	3 days	05.05.2026 to 07.05.2026	Gazetted and Non-Gazetted Officials of State Government	Dr. Khyal Chand Mob. 88949-30726 Sh. Love Kumar Mob.9816156177
3.	Child Centric Disaster Risk Reduction (CCDRR)	• This programme equips participants with practical tools to incorporate child protection principles into disaster risk assessment, preparedness planning, response operations, and recovery strategies. It emphasizes safeguarding measures, psychosocial support, inclusive evacuation planning, continuity of education, and community-based protection mechanisms.	2 days	11.05.2026 to 12.05.2026	Gazetted and Non-Gazetted Officials of State Government	Dr. Khyal Chand Mob. 88949-30726 Sh. Love Kumar Mob.9816156177
4.	E-Governance Services in HP-e-office, Him Access, APAR, CM Helpline, Aadhar, NESDA Framework, UI/UX, DPDP Act.	• This training programme aims to enhance participants' understanding of key e-Governance platforms such as HP e-Office, HimAccess, APAR, CM Helpline, Aadhaar, and the National e-Governance Service Delivery Assessment framework. It focuses on strengthening digital service delivery through improved UI/UX practices while ensuring data privacy compliance under the Digital Personal Data Protection Act, 2023. The programme promotes transparency, efficiency, accountability and citizen-centric governance.	2 days	11.05.2026 to 12.05.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
5.	Official Communication Skills: Noting and Drafting	• To understand concept of office in government. • To develop knowledge in Noting & Drafting skills per hand book of office procedure. • To impart detail knowledge of record keeping and managing files.	3 days	14.05.2026 to 16.05.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Amit Bhardwaj Mob. 85806-46544 Sh. Jia Lal Kamal Mob.94185-11282
6.	RTI Act 2005 and HP Public Service Guarantee Act 2011	• To equip the participants with the concept of Right to Information Act, 2005 • 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.	2 days	15.05.2026 to 16.05.2026	Gazetted and Non-Gazetted Officials of State Government	Ms. Kiran Kumari Mob. 75909-69809 Ms. Diksha Mob. 75600-71404
7.	Compute Course on Power Point	• 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.	2 days	15.05.2026 to 16.05.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
8.	Computer Course on IFMS (Integrated Financial Management System)	• To familiarize the participants with various IT tools that help them perform their office work efficiently. • To impart necessary skills to work with the use of e-office include improving efficiency, speed, and quality of work	2 days	18.05.2026 to 19.05.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
9.	Training Programme on Sevottam for Senior and Middle Level Officers	• Sevottam is a generic framework for achieving excellence in public service delivery and was proposed by the 2nd Administrative Reforms Commission (ARC). It has been developed with the overarching objective of improving the quality of public service delivery in the State.	3 days	18.05.2026 to 20.05.2026	Gazetted and Non-Gazetted Officials of State Government	Dr. Khyal Chand Mob. 88949-30726 Ms. Diksha Mob. 75600-71404
10.	CCS (Conduct Rules) 1964 & Procedure of Disciplinary Proceedings under CCS(CCA) Rules 1965	• 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.	3 days	18.05.2026 to 20.05.2026	Chairpersons and Committee Members of the internal committee (Sexual Harassment)	Sh. Amit Bhardwaj Mob. 85806-46544 Sh. Amit Kumar Mob. 94598-02909
11.	Cloudburst & Flash Flood Response	• The primary objective of Programme is to build the capacity of responders to save lives, minimize injuries and reduce damage to property and critical infrastructure through rapid, well-coordinated and technically sound action. Through structured training, simulations, and scenario-based exercises,	3 days	19.05.2026 to 21.05.2026	Gazetted and Non-Gazetted Officials of State Government	Dr. Khyal Chand Mob. 88949-30726 Sh. Love Kumar Mob.9816156177

		readiness, improve communication systems, and ensure an integrated response mechanism capable of effectively managing cloudburst and flash flood emergencies.				
12.	Computer Course on Manav Sampada (E-Service Book)	• 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.	3 days	21.05.2026 to 23.05.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Love Kumar Mob.9816156177
13.	Communication and Presentation Skills	• To improve performance and understanding human behavior. • 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	28.05.2026 to 30.05.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Abhishek Thakur Mob. 78079-28736 Sh. Dinesh Mehta Mob. 82198-57517
14.	Cyber Security	• To equip participants with the knowledge, skills and best practices necessary to secure digital assets, protect against cyber threats and contribute to a resilient and secure organizational environment.	2 days	29.05.2026 to 30.05.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395

1. In compliance with the instruction issued vide letter No.Per(Trg.)B(12)-5/2017 dated 20.11.2019 by the Addl. Chief Secretary(Training) to the Government of H.P. vide which all the Administrative Secretaries, HoDs, Div.Comms., DCs, Heads of Boards/Corporation, Registrars of the Universities in H.P. etc. have been requested to make use of the Portal linked with the "Manav Sampda E-Service Book Software" and ensure that all the nominations for trainings from their establishments are made only through this portal(*http://genpmis.hp.nic.in/*).

2. Please nominate officers well in time and intimate MSHIPA about it as well. It has also been observed that the participants are often nominated at the last stage without any information to MSHIPA. 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 MSHIPA about it as well.

3. No family member(s) etc. of participants are allowed to stay in MSHIPA 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.

4. The nominated officers/officials may please be directed not to bring their personal vehicles during the training programmes due to the shortage of parking space.

5. All the nominated Officers/Officials are expected to wear official/formal dress while coming to this Institute for attending the training programmes.

6. All the nominated Officers/Officials may be directed to carry the Debit/ATM Cards with them to make the payment on account of boarding and lodging charges through ATM/Debit Card as the Institute has installed PSO Machine for the purpose.

7. The Institute also plies its buses in the morning and evening on training days as per latest schedule available on the website.