

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

From

The Director,
H.P. Institute of Public Administration,
Fairlawn, Shimla-171012

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. **The Secretary, H.P. Public Service Commission, Nigam Vihar, Shimla-02.**
6. **The Special Secretary (SA) to the Govt. of H.P., Shimla-2.**
7. **The Secretary, H. P. Vidhan Sabha, Shimla-171004.**

Fairlawn, Shimla-171012

Dated:

March, 2025.

Subject: Training Bulletin for the conduct of Training Programmes at HIPA during the month of April, 2025 and May, 2025.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of **April, 2025 and May, 2025** 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://genpmiss.hp.nic.in/>) **latest by 25th March, 2025 & 25th April, 2025** 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 HIPA. In addition to this, instructions contained in **Annexure-'C'** may kindly be adhered to in letter and spirit.

Yours faithfully,

**(Prashant Sirkek) HAS
Additional Director,
H.P. Institute of Public Administration,
Fairlawn, Shimla-171012,
Tel.: 0177-2734666,
E-mail: hipa-hp@nic.in**

Endst .No.: As above
Copy to:

Dated:

4th March, 2025.

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**

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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 HIPA Website.**

**Additional Director,
H.P. Institute of Public Administration,
Fairlawn, Shimla-171012**

Training Programmes for the month of April, 2025 at HIPA, Fairlawn, Shimla-12

Sr. No.	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
1.	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 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 day	01.04.2025 to 02.04.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Ms. Diksha Mob. 75600-71404
2.	Computer Course on Word Processing and use of AI (Chatgpt) in official work	<ul style="list-style-type: none"> 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. 	3 days	01.04.2025 to 03.04.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
3.	Compute Course on e-Office	<ul style="list-style-type: none"> It is aimed to achieve a Simplified, Responsive, Effective, Accountable and Transparent working in Government offices by transitioning them from traditional paper-based office processes to a modern, digitised, and paperless system. 	1 days	05.04.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
4.	Training Programme on Sevottam for Cutting Edge Level Staff	<ul style="list-style-type: none"> 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	07.04.2025 to 09.04.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Ms. Diksha Mob. 75600-71404
5.	Communication and Presentation Skills	<ul style="list-style-type: none"> 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	07.04.2025 to 09.04.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Vishal Raguvanshi Mob. 94184-52587 Ms. Sonal Thakur Mob. 94598-76292
6.	Computer Course on Manav Sampada (E-Service Book)	<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. 	3 days	07.04.2025 to 09.04.2025	Gazetted and Non-Gazetted Officials of	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena

		<ul style="list-style-type: none"> To impart them necessary skills to work with various features of these applications so that they will be able to access/update information efficiently. 			State Government	Chauhan Mob. 70184-01395
7.	Office Procedure and Financial Administration	<ul style="list-style-type: none"> 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	07.04.2025 to 11.04.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Jia Lal Kamal Mob.94185-11282
8.	IT for effective Office Management & E-Office	<ul style="list-style-type: none"> 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 software. 	2 days	10.04.2025 to 11.04.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
9.	Provisions of Sexual Harassment of Women at Workplace (PP&R) Act, 2013 (POSH Act)	<ul style="list-style-type: none"> The internal committee members will be trained on their roles and responsibilities through a comprehensive learning module specifically designed for them. 	2 days	21.04.2025 to 22.04.2025	Chairpersons and Committee Members of the internal committee (Sexual Harassment)	Ms. Kiran Kumari Mob. 75909-69809 Sh. Lakshay Kumar Mob. 94183-52977
10.	Official Communication Skills: Noting and Drafting	<ul style="list-style-type: none"> 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. 	2 days	21.04.2025 to 22.04.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Jia Lal Kamal Mob.94185-11282
11.	Training Programme on Roles & Responsibilities of NGOs/CBOs/CSOs in DRR/ CCA in Collaboration with HPSDMA	<ul style="list-style-type: none"> The objective of a training program on the roles and responsibilities of NGOs, CBOs, and CSOs in DRR/CCA is to build capacity and resilience to disasters and climate change 	5 days	21.04.2025 to 25.04.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Love Kumar Mob.9816156177

12.	Cyber Security	<ul style="list-style-type: none"> 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	23.04.2025 to 24.04.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
13.	Disciplinary Proceedings/ Conduct Rule/ 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. 	3 days	24.04.2025 to 26.04.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Rahul Lamba Mob. 94181-55252 Sh. Monaj Kumar Mob. 98053-92308
14.	Compute 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.. 	2 days	25.04.2025 to 26.04.2025	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 May, 2025 at HIPA, Fairlawn, Shimla-12

Sr. No.	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
1.	Computer Course on Manav Sampada (E-Service Book)	<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. 	3 day	01.05.2025 to 03.05.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
2.	RTI Act 2005 and HP Public Service Guarantee Act 2011	<ul style="list-style-type: none"> 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	05.05.2025 to 06.05.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Ms. Diksha Mob. 75600-71404
3.	Computer Course on Word Processing and use of AI (Chatgpt) in official work	<ul style="list-style-type: none"> 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. 	3 days	05.05.2025 to 07.05.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
4.	Communication and Presentation Skills	<ul style="list-style-type: none"> 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	05.05.2025 to 07.05.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Vishal Raguvanshi Mob. 94184-52587 Ms. Sonal Thakur Mob. 94598-76292
5.	Office Procedure and Financial Administration	<ul style="list-style-type: none"> 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 	5 days	05.05.2025 to 09.05.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Jia Lal Kamal Mob.94185-11282

		<p>procurement procedure in government and inventory management.</p> <ul style="list-style-type: none"> 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. 				
6.	Official Communication Skills: Noting and Drafting	<ul style="list-style-type: none"> 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. 	2 days	13.05.2025 to 14.05.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Jia Lal Kamal Mob.94185-11282
7.	Gem & e-Procurement	<ul style="list-style-type: none"> 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. 	5 days	13.05.2025 to 14.05.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
8.	IT for effective Office Management & E-Office	<ul style="list-style-type: none"> 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	16.05.2025 to 17.05.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
9.	Compute Course on e-Office	<ul style="list-style-type: none"> It is aimed to achieve a Simplified, Responsive, Effective, Accountable and Transparent working in Government offices by transitioning them from traditional paper-based office processes to a modern, digitised, and paperless system. 	1 days	19.05.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
10.	Provisions of Sexual Harassment of Women at Workplace (PP&R) Act, 2013 (POSH Act)	<ul style="list-style-type: none"> The internal committee members will be trained on their roles and responsibilities through a comprehensive learning module specifically designed for them. 	2 days	19.05.2025 to 20.05.2025	Chairpersons and Committee Members of the internal committee (Sexual Harassment)	Ms. Kiran Kumari Mob. 75909-69809 Sh. Lakshay Kumar Mob. 94183-52977
11.	Training Programme on Sevottam for Senior and Middle Level Officers	<ul style="list-style-type: none"> 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 	3 days	19.05.2025 to 21.05.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Ms. Diksha Mob. 75600-71404

		the quality of public service delivery in the State.				
12.	Training Programme on Child Centric Disaster Risk Reduction (CCDRR) in Collaboration with HPSDMA	<ul style="list-style-type: none"> • To equip participants understand the basics of disaster risk management, and how to apply them to child-centric disaster risk reduction. • To equip participants develop skills to protect children and their rights during disaster. • To equip participants understand how to plan and prepare for emergencies that may affect children 	5 days	19.05.2025 to 23.05.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Love Kumar Mob.9816156177
13.	Disciplinary Proceedings/ Conduct Rule/ Departmental Enquiry	• 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	22.05.2025 to 24.05.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Rahul Lamba Mob. 94181-55252 Sh. Monaj Kumar Mob. 98053-92308
14.	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	23.05.2025 to 24.05.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
15.	ToT on Incident Response System (IRS) in collaboration with NIDM	• Incident response (IR) is a set of information security policies and procedures that you can use to identify, contain, and eliminate cyber attacks. The goal of incident response is to enable an organization to quickly detect and halt attacks, minimizing damage and preventing future attacks of the same type	3 days	29.05.2025 to 31.05.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Love Kumar Mob.9816156177

Annexure-‘C’

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 HIPA about it as well. 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.
3. 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.
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 may be directed to wear appropriate, formal, clean, modest and decent cloths in sober colours which should not look gaudy while coming to this Institute for attending the training programmes at this Institute. In view of the instruction issued by Department of Personnel, Govt. of H.P. letter No.Per(AP.II)B(3)-10-75-III dated 3rdAugust, 2017 addressed to All Secretaries, HoDS, Div.Comms., DCs. consequent upon the directions issued by the Hon’ble High Court,
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.