

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

Fairlawn, Shimla-171012

Dated:

January, 2024.

From

The Director,
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. The Secretary, H.P. Public Service Commission, Nigam Vihar, Shimla-171002.**
- 6. The Special Secretary (SA) to the Govt. of H.P., Shimla-2.**
- 7. The Secretary, H.P.Vidhan Sabha, Shimla-171004.**

Subject: Training Bulletin for the conduct of Training Programmes at HIPA during the month of February and March, 2024.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of **February and March, 2024** as per list enclosed at **Annexure-'A'**. The objectives, duration and dates of these programmes have been indicated in the annexure.

You are therefore, requested to nominate **3-4 officers/officials for each training programme. The names of nominated officers/officials** for each programme may be uploaded online portal only **latest by 30th January, 2024** so that the Institute can 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. In addition to this, instructions contained in **Annexure-'C'** may be adhered in letter and spirit.

Yours faithfully,

**(Prashant Sirkek,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
January, 2024.**

Dated:

Copy to:

1. The Secretary (Training) to the Government of Himachal Pradesh, Shimla-171002 with reference to their letter No.Per(Trg.)B(12)-5/2017 dated 20.11.2019 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 and decision taken by the SEC, under DM Act, 2005 in its meeting held on 17.07.2021.

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 February, 2023 at HIPA, Fairlawn, Shimla-12

| Sr. No. | Name of the Programme | Objectives in brief | Duration | Dates | Level of Participants | Course Director/ Course Assistant |
|----------------|---|--|-----------------|--------------------------|--|--|
| 1. | Official Communication Skills : Noting & 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. | 3 days | 01.02.2024 to 03.02.2024 | Gazetted and Non-Gazetted Officials of State Government. | Sh. Sandeep Sharma Mob.98160-75409 Sh. Love Kumar Mob. 98161-56177 |
| 2. | Office Procedure & 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. | 5 days | 05.02.2024 to 09.02.2024 | Gazetted and Non-Gazetted Officials of State Government. | Sh. Sandeep Sharma Mob.98160-75409 Sh. Jia Lal Kamal Mob. 94185-11282 |
| 3. | Disaster Risk Reduction | <ul style="list-style-type: none"> • Develop a critical capacity to evaluate the principles and practices of disaster risk reduction and management; • Develop a deep understanding of disaster resilience, risk mitigation, and recovery policies as they arise from natural hazards around the globe; • Develop the capacity to participate in debates on disaster governance and societal reconstruction. | 3 days | 14.02.2024 to 16.02.2024 | Officers/officials from different Sectoral Departments. | Sh. Sandeep Sharma Mob.98160-75409 Sh. Chandermani Mob. 94590-49425 |
| 4. | Disciplinary Proceedings/Conduct | <ul style="list-style-type: none"> • To make the participant aware of Constitutional Provisions relating to | 3 days | 20.02.2024 to 22.02.2024 | Gazetted and Non-Gazetted | Sh. Dinesh Sharma Mob.94180- |

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|----|--|--|--------|--------------------------|--|---|
| | Rule/Departmental Enquiry | 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 | | 24 | Officials of State Government. | 90803 Sh. Love Kumar Mob. 98161-56177 |
| 5. | 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 | 20.02.2024 to 22.02.2024 | Gazetted and Non Gazetted Officials of State Government. | Sh. R.S. Kapoor Mob. 98174-57037 Sh. Pankaj Kumar Mob. 96251-85845 |
| 6. | RTI Act 2005 and 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 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. | 2 days | 28.02.2024 to 29.02.2024 | FAAs, PIOs, APIOs and Other Officials Dealing with RTI | Sh. R.S. Kapoor Mob. 98174-57037 Ms. Ranjeeta Kashyap Mob. 82787-51691 |

Training Programmes for the month of March,2024 at HIPA, Fairlawn, Shimla-12

| Sr. No. | Name of the Programme | Objectives in brief | Duration | Dates | Level of Participants | Course Director/ Course Assistant |
|----------------|--|--|-----------------|--------------------------|--|--|
| 1. | RTI Act 2005 and 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 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. | 2 day | 04.03.2024 to 05.03.2024 | FAAs, PIOs, APIOs and Other Officials Dealing with RTI | Sh. R.S. Kapoor Mob. 98174-57037 Sh. Ranjeeta Mob. 82787-51691 |
| 2. | Office Procedure & 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. | 5 days | 05.03.2024 to 09.03.2024 | Gazetted and Non-Gazetted Officials of State Government. | Sh. Sandeep Sharma Mob.98160-75409 Sh. Jia Lal Kamal Mob. 94185-11282 |
| 3. | Official Communication Skills: Noting & 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. | 3 days | 11.03.2024 to 13.03.2024 | Gazetted and Non-Gazetted Officials of State Government. | Sh. Sandeep Sharma Mob.98160-75409 Sh. Love Kumar Mob. 98161-56177 |

| | | | | | | |
|----|--|--|--------|--------------------------|--|--|
| 4. | 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 | 11.03.2024 to 13.03.2024 | Gazetted and Non-Gazetted Officials of State Government. | Sh. R.S. Kapoor Mob. 98174-57037 Sh. Pankaj Kumar Mob. 96251-85845 |
| 5. | 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 | 18.03.2024 to 20.03.2024 | Gazetted and Non-Gazetted Officials of State Government. | Sh. Dinesh Sharma Mob.94180-90803 Sh. Love Kumar Mob. 98161-56177 |
| 6. | Landslide Risk Mitigation and Management. | <ul style="list-style-type: none"> Risk assessment Early warning systems Infrastructure planning Community awareness | 3 days | 28.03.2024 to 30.03.2024 | Officers/officials from different Sectoral Departments. | Sh. Sandeep Sharma Mob.98160-75409 Sh. Chandermani Mob. 94590-49425 |