

**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: 24th December, 2025.**

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

Sir/Madam,

The Dr. Manmohan Singh Himachal Pradesh Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of **February, 2026 and March, 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 25<sup>th</sup> January, 2026 & 25<sup>th</sup> February, 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,

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

**Endst .No.: As above**

Copy to:

**Dated:**

**24th December, 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**

**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.**

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

**Training Programmes for the month of February, 2026 at MSHIPA, Fairlawn, Shimla-12**

<b>Sr. No.</b>	<b>Name of the Programme</b>	<b>Objectives in brief</b>	<b>Duration</b>	<b>Dates</b>	<b>Level of Participants</b>	<b>Course Director/ Course Assistant</b>
1.	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	02.02.2026 to 04.02.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Abhishek Thakur Mob. 78079-28736 Ms. Sonal Thakur Mob. 94598-76292
2.	Leadership and Team Building ( <b>GoI Sponsored Programme</b> )	<ul style="list-style-type: none"> <li>The objective of the training program is to help participants understand how effective teams are built and how to become natural leaders who can develop high-performing teams. This program will focus on fostering cohesive teams by enhancing communication, motivation, conflict resolution, and strategic alignment. Ultimately, the goal is to boost productivity, innovation, and employee engagement by equipping participants with key leadership skills, such as situational leadership, providing constructive feedback, and setting clear goals.</li> </ul>	3 days	02.02.2026 to 04.02.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Sharma Mob. 98160-75409 Sh. Chandermani Mob. 94590-49425
3.	Office Procedure & Financial Administration	<ul style="list-style-type: none"> <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. 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. To made the participants aware of general conditions of services with emphasis on FR/SR.</li> </ul>	5 days	02.02.2026 to 06.02.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Jia Lal Kamal Mob. 94185-11282
4.	Official Communication Skills : Noting & 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 per hand book of office procedure.</li> </ul>	2 days	09.02.2026 to 10.02.2026	Gazetted and Non-Gazetted Officials of State	Sh. Amit Bhardwaj Mob. 85806-46544 Sh. Jia Lal

		<ul style="list-style-type: none"> <li>• To impart detail knowledge of record keeping and managing files.</li> </ul>			Governme nt)	Kamal Mob.94185-11282	
5.	Personality Development <b>Sponsored Programme)</b>	<b>(GoI</b>	<ul style="list-style-type: none"> <li>• "The objective of this training program is to build confidence, enhance life skills, and improve overall effectiveness by focusing on self-awareness, communication, emotional intelligence, goal setting, and leadership. The program aims to transform inner potential into outer success, leading to better personal and professional outcomes.</li> </ul>	3 days	12.02.2026 to 14.02.2026	Gazetted and Non-Gazetted Officials of State Governme nt)	Sh. Sandeep Sharma Mob. 98160-75409 Sh. Chandermani Mob. 94590-49425
6.	Training Programme on Sevottam for Cutting Edge Level Staff		<ul style="list-style-type: none"> <li>• 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.</li> </ul>	3 days	18.02.2026 to 20.02.2026	Gazetted and Non-Gazetted Officials of State Governme nt)	Dr. Khyal Chand Mob. 88949-30726 Ms. Diksha Mob. 75600-71404
7.	Disciplinary Proceedings / Conduct Rule / 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.</li> </ul>	3 days	19.02.2026 to 21.02.2026	Gazetted and Non-Gazetted Officials of State Governme nt	Sh. Amit Bhardwaj Mob. 85806-46544 Sh. Monaj Kumar Mob. 98053-92308
8.	RTI Act 2005 and HP Public Service 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 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> </ul>	2 days	25.02.2026 to 26.02.2026	Gazetted and Non-Gazetted Officials of State Governme nt	Sh. Vishal Raguvanshi Mob. 94184-52587 Ms. Diksha Mob. 75600-71404

**Training Programmes for the month of March, 2026 at MSHIPA, Fairlawn, Shimla-12**

<b>Sr. No.</b>	<b>Name of the Programme</b>	<b>Objectives in brief</b>	<b>Duration</b>	<b>Dates</b>	<b>Level of Participants</b>	<b>Course Director/ Course Assistant</b>
1.	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	02.03.2026 to 04.03.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Abhishek Thakur Mob. 78079-28736 Ms. Sonal Thakur Mob. 94598-76292
2.	Stress & Time Management for various Department <b>(GoI Sponsored Programme)</b>	<ul style="list-style-type: none"> <li>• The main objectives of the 'Stress &amp; Time Management' training program for various departments are to equip employees with practical skills that enhance personal productivity, reduce workplace stress, and promote a healthier work-life balance. Improving workplace wellness has become essential to boost productivity.</li> </ul>	3 days	02.03.2026 to 04.03.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Sharma Mob. 98160-75409 Sh. Chandermani Mob. 94590-49425
3.	Office Procedure & Financial Administration	<ul style="list-style-type: none"> <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. 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. To made the participants aware of general conditions of services with emphasis on FR/SR.</li> </ul>	5 days	02.03.2026 to 06.03.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Jia Lal Kamal Mob. 94185-11282
4.	Official Communication Skills: Noting & 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 per hand book of office procedure.</li> <li>• To impart detail knowledge of record keeping and managing files.</li> </ul>	2 days	09.03.2026 to 10.03.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Amit Bhardwaj Mob. 85806-46544 Sh. Jia Lal Kamal Mob. 94185-11282
5.	Training Programme on Sevottam for Senior and Middle Level Officers	<ul style="list-style-type: none"> <li>• Sevottam is a generic framework for achieving excellence in public service delivery and was proposed by the 2nd Administrative</li> </ul>	3 days	09.03.2026 to 11.03.2026	Gazetted and Non-Gazetted Officials of State	Dr. Khyal Chand Mob. 88949-30726 Ms. Diksha Mob. 75600-

		Reforms Commission (ARC). It has been developed with the overarching objective of improving the quality of public service delivery in the State.			Governme nt	71404
6.	Public Procurement (GoI Sponsored Programme)	<ul style="list-style-type: none"> <li>The main objective of Public Procurement training is to enhance the capacity of officers/officials for efficient, transparent and ethical procurement practices. This training focuses on legal compliance, strategic sourcing, risk management, contract administration and e-procurement to achieve value for money, promote fair competition and support economic development. It also aims to prevent corruption, ensure quality and ensure adherence to regulations.</li> </ul>	3 days	09.03.2026 to 11.03.2026	Gazetted and Non-Gazetted Officials of State Governme nt	Sh. Sandeep Sharma Mob. 98160-75409 Sh. Chandermani Mob. 94590-49425
7.	Disciplinary Proceedings/ Conduct Rule / 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.</li> </ul>	3 days	26.03.2026 to 28.03.2026	Gazetted and Non-Gazetted Officials of State Governme nt	Sh. Amit Bhardwaj Mob. 85806-46544 Sh. Monaj Kumar Mob. 98053-92308
8.	State Level RTI workshop for Nodal Officers	<ul style="list-style-type: none"> <li>To equip the participants with the concept of Right to Information Act, 2005</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> </ul>	1 days	31.03.2026	Gazetted and Non-Gazetted Officials of State Governme nt	Sh. Vishal Raguvanshi Mob. 94184-52587 Ms. Diksha Mob. 75600-71404

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 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 3<sup>rd</sup>August, 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.