

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

Fairlawn, Shimla-171012

Dated:

28 April, 2023.

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-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 June and July, 2023.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of June and July, 2023 as per list enclosed as Annexure-A & B. 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 25th May, 2023 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.

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/>).

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.

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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.

As per Department of Personnel, Govt. of H.P. letter No.Per(AP.II)B(3)-10-75-III dated 3rd August, 2017 addressed to All Secretaries, HoDS, Div.Comms., DCs. consequent upon the directions issued by the Hon'ble High Court, 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.

It is also requested that 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. The Institute also plies its buses in the morning and evening on training days as per schedule annexed as Annexure-C.

Yours faithfully,



(Jyoti Kana, 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

Dated: 28 April, 2023.

Endst.No.: As above

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 Institute for attending the training programmes.
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.

Sh. Sandeep Kumar Course Director HIPA



Additional Director,

H.P. Institute of Public Administration,

Fairlawn, Shimla-171012

Training Programmes for the month of June, 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.	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	01.06.2023 to 03.06.2023	Senior and Middle Level Officers of State Government	Sh. Jai Ram Kaushal Mob.70182-95741 Sh. Love Kumar Mob. 98161-56177
2.	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	05.06.2023 to 06.06.2023	FAAs, PIOs, APIOs and Other Officials Dealing with RTI	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chander Prakash Mob. 94184-04026
3.	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 	5 days	05.06.2023 to 09.06.2023	Gazetted and Non Gazetted Officials of State Government.	Sh. Parmodh Jaswal Mob.94188-15455 Sh. Manish Kumar Mob.70181-17478

		Pension Scheme. To made the participants aware of general conditions of services with emphasis on FR/SR.				
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	07.06.2023 to 09.06.2023	Non-Gazetted Officials of State Government.	Sh. Parmodh Jaswal Mob.94188-15455 Sh. Chandermani Mob. 94590-49425
5.	Manav Sampada (e-Service Book)	<ul style="list-style-type: none"> To familiarize the participants with the working of 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, 	3 days	12.06.2023 to 14.06.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
6.	e-Office	<ul style="list-style-type: none"> To familiarize the participants with the working of e-office. 	1 days	13.06.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
7.	Basic Computer Course	<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, 	3 days	15.06.2023 to 17.06.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
8.	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 	2 days	19.06.2023 to 20.06.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Neeraj Sood Mob.94181-21865 Sh. Love Kumar Mob. 98161-56177

		record keeping and managing files.			t.	
9.	Service Delivery/Citizen Charter under Sevottam	<ul style="list-style-type: none"> The basic objective of the citizen's charters is to empower citizens through the delivery of public services. 	3 days	22.06.2023 to 24.06.2023	Senior level & Middle Level Officer of State Governmet	Sh. Parmodh Jaswal Mob.94188-15455 Sh. Chandermani Mob. 94590-49425
10.	e-Samdhan	<ul style="list-style-type: none"> To familiarize and apprise the participants about the comprehensive online public grievance monitoring system i.e. "Samgr e-Samadhan portal". To deal with various references sent by the CM office and Jan Manch. To deal with grievances and demands sent by the CM office, Chief Secretary and General Public. 	2 days	23.06.2023 to 24.06.2023	Gazetted and Non-Gazetted Officials of State Governmen t	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
11.	IFMS (e-Salary, e-Pension, e-Vitran, e-Challan, e-Kosh)	<ul style="list-style-type: none"> To familiarize the participants with the working of all the financial applications of HP Government such as as e-salary, e-Pension, e-Vitran, e-Challan, e-Kosh etc. 	2 days	26.06.2023 to 27.06.2023	Gazetted and Non-Gazetted Officials of State Governmen t	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
12.	State level training on Emerging Climate Risk and Planning in association with HPSDMA and SCST & E	<ul style="list-style-type: none"> Provide a rationale for climate change mitigation and propose actions in key sectors. Identify main streams of climate change finance. Outline basic elements of planning processes to deliver climate change action. 	3 days	26.06.2023 to 28.06.2023	Scientists from Departmen ts/ Professors of Universities working the concerned fields/Offic ers of Line Departmen ts PRI's/ULBs.	Sh. R.S. Kapoor Mob. 9817457037 Sh. Chandermani Mob. 94590-49425

Training Programmes for the month of July, 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.	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. 	2 day	03.07.2023 to 04.07.2023	Gazetted and Non Gazetted Officials of State Government	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
2.	ToT on RTI Act 2005	<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	03.07.2023 to 04.07.2023	FAAs, PIOs and other officials Dealing with RTI.	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chander Prakash Mob. 94184-04026
3.	ToT Programme on Forest Fire Risk Mitigation and Management by NIDM	<ul style="list-style-type: none"> Use fire as a tool to accomplish resource management objectives of restoring environmental health and ecological integrity. Restore and maintain fire-dependent early successional communities that existed historically. Improve the status of priority wildlife species that benefit from naturally occurring wild land fire. 	5 days	03.07.2023 to 07.07.2023	Official from Fire, Police, Home Gurards, Civil Defence and NGOs	Sh. R.S. Kapoor Mob. 9817457037 Sh. Chandermani Mob. 94590-49425
4.	RMS for Revenue Department	<ul style="list-style-type: none"> Participants will be able to do the e-court application, create new case, issue summon, order upation working with relief application. 	2 days	10.07.2023 to 11.07.2023	Gazetted and Non-Gazetted Officials of Revenue Department	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
5.	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 	2 days	10.07.2023 to 11.07.2023	Gazetted and Non-Gazetted Officials of	Sh. Neeraj Sood Mob.94181-21865 Sh. Love Kumar Mob. 98161-56177

		<p>office procedure.</p> <ul style="list-style-type: none"> • To impart detail knowledge of record keeping and managing files. 			State Government.	
6.	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	10.07.2023 to 12.07.2023	Non-Gazetted Officials of State Government.	Sh. Parmodh Jaswal Mob.94188-15455 Sh. Chandermani Mob. 94590-49425
7.	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	14.07.2023 to 15.07.2023	Gazetted and Non Gazetted Officials of State Government	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
8.	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	17.07.2023 to 19.07.2023	Senior and Middle Level Officers of State Government	Sh. Jai Ram Kaushal Mob.70182-95741 Sh. Love Kumar Mob. 98161-56177
9.	Manav Sampada (e-Service Book)	<ul style="list-style-type: none"> • To familiarize the participants with the working of 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, 	3 days	20.07.2023 to 22.07.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
10.	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 	2 days	24.07.2023 to 25.07.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395

		Accounts, Placement of Order for Goods & Services, Receipt of Goods, Bidding and Reverse Auction.				
11.	Training Programme on Ten Point Agenda on Disaster Risk Reduction	<ul style="list-style-type: none"> Disaster Risk Reduction (DRR) aims to prevent new and reduce existing disaster risks and to contribute to strengthening resilience. 	3 days	24.07.2023 to 26.07.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. R.S. Kapoor Mob. 9817457037 Sh. Chandermani Mob. 94590-49425
12.	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. 	5 days	24.07.2023 to 28.07.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Parmodh Jaswal Mob.94188-15455 Sh. Manish Kumar Mob.70181-17478
13.	Basic Computer Course	<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, 	3 days	26.07.2023 to 28.06.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395

Dated 17th January, 2023

ORDER

In suppression of all previous office orders, the Routes and Timings of both the Institute buses are fixed as under which be applicable with immediate effect:-

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	08.15	Auckland Tunnel	08.15
Chhota Shimla	08.25	Victory Tunnel	08.25
Talland	08.30	Old Bus Stand	08.30
Khallini Chowk	08.35	Lift	08.35
Kanlog	08.40	Talland	08.40
		Khallini	08.45
Lal Pani	08.45	BCS	08.50
ISBT	08.55	Vikas Nagar	08.55
Boileauganj Crossing	09.00	Panthaghati	09.00
103 Tunnel	09.05	Kasumpti	09.05
Victory Tunnel	09.10	Chhota Shimla	09.15
Tarahall	09.12		
Auckland Tunnel	09.20	Sanjauli Chowk	09.25
Dhalli by Pass	09.30	By pass	09.30
Dhalli	09.35	Dhalli	09.35
Arrival at HIPA	09.40	Arrival at HIPA	09.40
Evening 1 st Bus			
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 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	6.33	Dhalli by Pass	6.40
Arrival HIPA	6.50	Arrival HIPA	6.50

Note:-The plying of buses on above routes is also subject to required numbers of participants travelling through the al routes.Hence, the participants are requested to make proper enquiry regarding plying of buses either from office or f Driver/ Conductor concerned as per Contact Number given as under:-

1. Sh. Suresh Singh,
Driver, HIPA
Phone No. 9418483976
2. Sh. Jaswant Singh,
Driver, HIPA
Phone No.9882057177
3. Sh Dharam Prakash, Cleaner-cum Conductor HIPA
Phone No. 9817090593
4. Sh. Jagat Pal, Cleaner-cum-Conductor HIPA
Phone No. 96258-14993

(Jyoti Rana),
Additional Dir
H.P.Institute of Public Administr
Fairlawns, Shimla-17

Contd. Next n