

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

**Fairlawn, Shimla-171012**

**Dated: 1<sup>st</sup> March, 2024.**

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.**

**Subject: Training Bulletin for the conduct of Training Programmes at HIPA during the month of April, 2024 and May, 2024.**

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of **April and May, 2024** as per list enclosed at **Annexure-‘A’ & ‘B’**. The objectives, duration and dates of these programmes have been indicated as per annexures.

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 (<https://genpmis.hp.nic.in/>) only **latest by 25<sup>th</sup> March, 2024 & 25<sup>th</sup> April, 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,  
E-mail: [hipa-hp@nic.in](mailto:hipa-hp@nic.in)**

**Endst .No.: As above  
March, 2024.**

**Dated: 1<sup>st</sup>**

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**

**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 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.

**Training Programmes for the month of April, 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.	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	01.04.2024 to 03.04.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Pankaj Kumar Mob. 96251-85839
2.	Computer Course on Word Processing and use of AI (Chatgpt) in official work	<ul style="list-style-type: none"> <li>Enable the participants to edit and format office letters, ADO, report etc. using various features of MS-Word.</li> <li>Generate text for various document types, including letters, reports, memos and other official documents using chatgpt.</li> </ul>	3 days	01.04.2024 to 03.04.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
3.	Disciplinary Proceedings/ Conduct Rules / 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	04.04.2024 to 06.04.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Jai Ram Kaushal Mob. 70182-95741 Sh. Jia Lal Kamal Mob. 94185-11282
4.	Official Communication Skills: Noting and 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	08.04.2024 to 09.04.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Rahul Lamba Mob. 94181-55252 Sh. Jia Lal Kamal Mob. 94185-11282

5.	Computer Course on Manav Sampada (E-Service Book)	<ul style="list-style-type: none"> <li>• To familiarize the participants with the working of e-applications such as e-service book, MIS reporting and mobile applications.</li> <li>• To impart them necessary skills to work with various features of these applications so that they will be able to access/update information efficiently.</li> </ul>	3 days	08.04.2024 to 10.04.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
6.	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	18.04.2024 to 20.04.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Manish Kumar Mob. 70181-17478
7.	IT for effective Office Management & E-Office	<ul style="list-style-type: none"> <li>• To familiarize the participants with various IT tools that help them perform their office work efficiently.</li> <li>• To impart necessary skills to work with the use of e-office software.</li> </ul>	2 days	19.04.2024 to 20.04.2023	Gazetted and Non-Gazetted Officials of Revenue Department	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
8.	Office Procedure and 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</li> </ul>	5 days	22.04.2024 to 26.04.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Sharma Mob. 98160-75409 Sh. Jia Lal Kamal Mob. 94185-11282

		conditions of services with emphasis on FR/SR.				
9.	Training Programme on "Community Based Disaster Risk Reduction in HPSPDMA Association with HPSPDMA"	<ul style="list-style-type: none"> <li>• Its objective is to encourage knowledge and experience sharing among communities, organizations and other disaster risk reduction (DRR) stakeholders for the benefit of all those vulnerable to natural disasters, especially floods.</li> </ul>	3 days	25.04.2024 to 27.04.2024	Representatives of different NGOs from H.P.	Sh. Sandeep Sharma Mob. 98160-75409 Sh. Chandermani Mob. 94590-49425
10.	Cyber Security	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	2 days	26.04.2024 to 27.04.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
12.	Compute Course on Power Point	<ul style="list-style-type: none"> <li>• 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..</li> </ul>	2 days	29.04.2024 to 30.04.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
13.	Right to Information Act, 2005 and H.P. Services 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>	3 days	29.04.2024 to 30.04.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Ms. Ranjeeta Kashyap Mob. 82787-51691

**Annexure-‘B’****Training Programmes for the month of May, 2024 at HIPA, 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 day	01.05.2024 to 03.05.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Manish Kumar Mob. 70181-17478
2.	Computer Course on Manav Sampada (E-Service Book)	<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	06.05.2024 to 08.05.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
3.	Disciplinary Proceedings / Conduct Rules / 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	13.05.2024 to 15.05.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Jai Ram Kaushal Mob. 70182-95741 Sh. Jia Lal Kamal Mob. 94185-11282
4.	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</li></ul>	3 days	13.05.2024 to 15.05.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Pankaj Kumar Mob. 96251-

		has been developed with the overarching objective of improving the quality of public service delivery in the State.			t	85839
5.	State level training on Emerging Climate Risk and Planning in association with HPSDMA and SCST & E	<ul style="list-style-type: none"> <li>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</li> </ul>	3 days	13.05.2023 to 15.05.2023	Scientists from Departments/ Professors of Universities working the concerned fields/Officers of Line Departments PRIs/ULBs.	Sh. Sandeep Sharma Mob. 98160-75409 Sh. Chandermani Mob. 94590-49425
6.	Computer Course on Word Processing and use of AI (Chatgpt) in official work	<ul style="list-style-type: none"> <li>Enable the participants to edit and format office letters, report etc. using various features of MS-Word.</li> <li>Generate text for various document types, including letters, reports, memos and other official documents using chatgpt.</li> </ul>	3 days	16.05.2024 to 18.05.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
7.	Gem & Procurement	<ul style="list-style-type: none"> <li>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 &amp; Services, Receipt of Goods, Bidding and Reverse Auction.</li> </ul>	2 days	20.05.2024 to 21.05.2024	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"> <li>To familiarize the participants with various IT tools that help them perform their office work efficiently.</li> <li>To impart necessary skills to work with the use of e-office software.</li> </ul>	2 days	24.05.2024 to 25.05.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
9.	Compute Course on Excel	<ul style="list-style-type: none"> <li>To familiarize and apprise the participants with the basics of computer application on excel and to impart them necessary skills to</li> </ul>	2 days	27.05.2024 to 28.05.2024	Gazetted and Non-Gazetted Officials of State	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena



		work on office automation, tools available under Windows.			Government	Chauhan Mob. 70184-01395
10.	Office Procedure and 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	27.05.2024 to 31.05.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Sharma Mob. 98160-75409 Sh. Jia Lal Kamal Mob.94185-11282
11.	Official Communication Skills: Noting and 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	28.05.2024 to 29.05.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Rahul Lamba Mob. 94181-55252 Sh. Jia Lal Kamal Mob.94185-11282
12.	ToT on Incident Response System (IRS)	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	29.05.2024 to 31.05.2024	IRS Team Members from Shimla, Solan, Sirmaur & Kinnaur Districts	Sh. Sandeep Sharma Mob. 98160-75409 Sh. Chandermani Mob. 94590-49425

13.	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	30.05.2024 to 31.05.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Ms. Ranjeeta Kashyap Mob. 82787-51691
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