

No.HIPA (Trg.)G-15/04-XIV  
Government of Himachal Pradesh  
Institute of Public Administration

Fairlawn, Shimla-171012 Dated: 07<sup>th</sup> December, 2018.

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 February, 2019.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes at the Institute during the month of February, 2019. The objectives, duration and dates of these programmes have been indicated in the enclosed Annexure-'A'.

You are therefore, requested to nominate 3-4 officers/officials for each training programme. The names of nominated officers/officials alongwith contact numbers (Form enclosed as Annexure-'B') for each programme may please be sent to this Institute latest by 24<sup>th</sup> January, 2018 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 (No family members of the participants are allowed).

Information as indicated in the Annexure-'B' in respect of nominated officer(s)/official(s) may also be sent alongwith the nominations. This would help this Institute to convey acceptance to the nominated officer(s)/official(s) directly or enable this Institute to inform the officer(s) directly, if for any reason(s), the programme(s) is/are cancelled/postponed at a short notice. For the convenience of the participants, this Institute also plies its own buses to bring the participants from Shimla as per schedule mentioned at Annexure-'C'. For any inquiry in respect of the boarding/lodging please contact Sh.Subhash Tomar(Mob.9805761330) or Sh.Chetan Sharma (Mob.9857640009) of HIPA Hospitality Cooperative Society.

It is therefore requested that the 3-4 officer(s)/official(s) of your department/ organization may kindly be nominated for the enclosed training programme(s) and the names of nominated officers/officials alongwith the Information Sheets may please be sent to this Institute latest 24<sup>th</sup> January, 2018 positively.

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.

It is further requested that due to heavy construction/repair works in the Institute campus, the Institute is unable to provide parking facility within the Institute campus. The nominated officers/officials may please be directed not to bring their personal vehicles during the training programmes.

As per 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, 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.

Yours faithfully,


  
(Jyoti Rana), HAS  
Joint Director,  
H.P. Institute of Public Administration,  
Fairlawn, Shimla-171012  
Tel.: 0177-2734666, Fax No.0177-2734679  
E-mail: [hipa-hp@nic.in](mailto:hipa-hp@nic.in)

Dated: 10<sup>th</sup> December, 2018.

Endst .No.: As above

Copy to:

1. 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.
2. The Chief Executive Officer/Manager, HIPA Hospitality Cooperative Society for information and necessary action.
3. Sh.Sandeep Kumar, Assistant Professor(IT) with a request to up-load the Training Bulletin alongwith Annexures in HIPA Website.

  
(Jyoti Rana), HAS  
Joint Director,  
H.P. Institute of Public Administration,  
Fairlawn, Shimla-171012

## Training Programmes for the month of February, 2019 at HIPA, Fairlawns, Shimla-12

Sr.No	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
1.	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 as per hand book of Office Procedure.</li> <li>To impart detail knowledge of record keeping and managing files.</li> </ul>	3 days	04.02.2019 to 06.02.2019	Non-Gazetted Officials of the State Government.	Sh.T.R.Azad, HFAS (Mob.94186-86869) Sh.Ankush Baryan
2.	Good Governance for Transparency and Accountability.	<ul style="list-style-type: none"> <li>To make aware the participants with the concept and emerging trends in Good Governance.</li> <li>To highlight the need for improved Governance in the changing economic and social circumstances.</li> </ul>	3 days	06.02.2019 to 08.02.2019	Senior and Middle level officers of State Govt. Departments	Dr.Rakesh Sharma (Mob.9418095808) Ms.Shaloo Mehta
3.	Computer Course on IFMS (e-salary, e-Vitran, e-Pension, Budget Processing, NPS)	<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>	2 days	07.02.2019 to 08.02.2019	Gazetted and Non-Gazetted Officers of the State Govt.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
4.	Office Procedure and Financial Administration	<ul style="list-style-type: none"> <li>To make the participants understand budgeting and accounting procedure in government.</li> <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.</li> <li>To make 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.</li> <li>To make the participants aware of general conditions of services with emphasis on FR/SR.</li> <li>Getting the participants familiar with online applications.</li> <li>To acquaint the participants with HIMKosh-IFMS e-kosh, financing reporting system, e-salary, e-vitran, budget distribution system, budget preparation, estimation, allocation of budget in different heads of accounts, preparation of supplementary budget, budget re-appropriation, generation of annual financial statement, e-chalan- government receipt accounting system, e-service book.</li> <li>To acquaint the participants about Non-Banking Financial Companies and various financial instruments available in Indian Markets.</li> </ul>	5 days	11.02.2019 to 15.02.2019	Gazetted and Non-Gazetted Officials of the State Govt.	Sh.Diwaker Sharma (Mob.9882380628) Sh.Gagan Chauhan
5.	E-Governance. (DoPT. GOI Sponsored)	<ul style="list-style-type: none"> <li>To apprise the participants with the potential of ICT Tools and Technology for Effective and Efficient Utilization in e-Governance.</li> </ul>	3days	18.02.2019 to 20.02.2019	Gazetted Officers and Non-Gazetted Officials of the State Govt.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
6.	Public-Private - Partnership (PPP) for Gazetted Officers	<ul style="list-style-type: none"> <li>To sensitize the officers of different departments about the fundamentals of PPP and its scope in State.</li> <li>More importantly, in a situation where there are financial constraints and also the increasing pressures for efficient and time bound service delivery.</li> <li>Case Studies and preparation of Concession Agreement exercise will provide necessary input for the execution of ideas in PPP.</li> </ul>	3 days	18.02.2019 to 20.02.2019	Gazetted Officers	Dr.Rakesh Sharma (Mob.9418095808) Sh.Ankush Baryan
7.	Course on IT for Effective Office Management.	<ul style="list-style-type: none"> <li>To familiarize the participants with the various features available under windows, manage files &amp; folders, sharing of data and devices over network, scanning of documents and send it as attached with e-mail</li> </ul>	2 days	21.02.2019 to 22.02.2019	Gazetted and Non-Gazetted Officers of State Govt.	Sh.Sandeep Kumar (Mob.9418266344) Ms.Teena Chauhan
8.	Women Empowerment (DoPT. GOI Sponsored).	<ul style="list-style-type: none"> <li>To ensure that all men and women workers are provided with equal facilities in terms of their overall welfare and safety at workplace.</li> <li>To educate women according to the professional requirement and encourage them to grow further in life.</li> <li>To advocate the promotion and gender equality within a community.</li> <li>To sensitize the participants regarding violence against women and sexual harassment of women at work place.</li> <li>Identify key actions to address the financing gap for women Empowerment.</li> </ul>	3 days	21.02.2019 to 23.02.2019	Gazetted and Non-Gazetted Officials of the State Govt. preferably Women Officers/officials.	Sh.Desh Bandhu Kaith/ (Mob.98160-20434) Ms.Shaloo Mehta
9.	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 equip the participants with the concept of H.P. Public Service Guarantee Act, 2011</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> <li>the way we want ourselves to be in order to be more fruitful to society.</li> <li>To list out salient features and principles of Public Service Guarantee Act, 2011</li> </ul>	3 days	25.02.2019 to 27.02.2019	FAAs, PIOs, APIOs and other officials dealing with RTI.	Sh.R.S.Kapoor (Mob.9459608158) Sh.Gagan Chauhan
10.	Office Procedure and Financial Administration	<ul style="list-style-type: none"> <li>As mentioned at Sr.No.4 above.</li> </ul>	5 days	25.02.2019 to 01.03.2019	Gazetted and Non-Gazetted Officials of the State Govt.	Sh.Diwaker Sharma (Mob.9882380628) Sh.Gagan Chauhan
11.	Basic Computer Training Programme.	<ul style="list-style-type: none"> <li>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.</li> <li>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 &amp; upload data, e-mail.</li> </ul>	5 days	25.02.2019 to 01.03.2019	Gazetted and Non-Gazetted officials.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
12.	Sustainable Development (DoPT. GOI Sponsored)	<ul style="list-style-type: none"> <li>Main objective of the course is to sensitize trainees about the sustainable development in general and Sustainable Development Goals(SDGs) in particular. In this background, the role of different departments will be clarified in order to realize the said objectives.</li> </ul>	3 days	28.02.2018 to 02.03.2018	Gazetted and Non-Gazetted Officials of the State Govt.	Dr.Rakesh Sharma/ (Mob.94180-95808) Sh.Sameer Semta