

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

Fairlawn, Shimla-171012 Dated: 15<sup>th</sup> February, 2019.

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 April, 2019.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes at the Institute during the month of April, 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 23<sup>rd</sup> March, 2019** 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 23<sup>rd</sup> March, 2019** 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.

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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: 15<sup>th</sup> February, 2019.

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 April, 2019 at HIPA, Fairlawns, Shimla-12

	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
1.	Service Delivery/ Citizens' Charter/ Sevottam .	<ul style="list-style-type: none"> <li>To identify the need of Public Service Delivery.</li> <li>To create awareness among the participants for time bound Service Delivery to Citizens and to maintain consistency and excellence in public service delivery.</li> <li>To enhance the capability of participants to formulate "Sevottam" Compliant Citizens Charter through consultative and participatory approach.</li> <li>To enable the participants to explain the importance of Good Governance and to ensure quality services in time bound manner.</li> </ul>	3 days	01.04.2019 to 03.04.2019	Senior and Middle level officers of State Govt. Deptts.	Sh.K.R.Negi Mob.No.94180-36638 Ms.Ambika
2.	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	01.04.2019 to 03.04.2019	FAAs, PIOs, APIOs and other officials dealing with RTI.	Sh.R.S.Kapoor (Mob.9459608158) Ms.Gagan Chauhan
3.	Ethics and Values in Government Services.	<ul style="list-style-type: none"> <li>To understand the importance of ethical conduct behavior at work place.</li> <li>To motivate participants to make ethical discussions.</li> </ul>	3 days	04.04.2019 to 06.04.2019	Senior and Middle Level Officers of State Govt.	Dr.Rakesh Sharma (Mob.94180-95808) Sh.Ankush Baryan
4.	Computer 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>	3 days	08.04.2019 to 10.04.2019	Gazetted and Non-Gazetted Officers of State Govt.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
5.	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	08.04.2019 to 10.04.2019	Non-Gazetted Officials of the State Government.	Sh.T.R.Azad (Mob.94186-86869) Sh.Ankush Baryan
6.	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	16.04.2019 to 18.04.2019	Gazetted and Non-Gazetted Officials of State Govt.	Sh.Diwaker Sharma (Mob.9882380628) Sh.Ankush Baryan
7.	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	16.04.2019 to 18.04.2019	Gazetted and Non-Gazetted Officials of the State Govt.	Dr.Rakesh Sharma (Mob.9418095808) Sh.Ankush Baryan
8.	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>	2 days	16.04.2019 to 17.04.2019	Gazetted and Non-Gazetted Officers of the State Govt.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
9.	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 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.</li> <li>To made 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-vtran, 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	22.04.2019 to 26.04.2019	Gazetted Officers of the State Govt.	Sh.Diwaker Sharma (Mob.9882380628) Sh.Gagan Chauhan
10.	Compute Course on Website for the Nodal Officers of various State Government Departments	<ul style="list-style-type: none"> <li>The participants will be able to publish, manage and maintain contents on website of their Department.</li> </ul>	2 days	22.04.2019 to 23.04.2019	Nodal Officers for Departmental Website	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
11.	GeM & e-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	26.04.2019 to 27.04.2019	Gazetted and Non-Gazetted officers of State Govt. Departments.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan



HIMACHAL PRADESH INSTITUTE OF PUBLIC ADMINISTRATION, HIPA  
FAIRLAWN, SHIMLA-171012

INFORMATION SHEET

PROGRAMME TITLE: \_\_\_\_\_

w.e.f. (DD/MM/YY) \_\_\_\_\_ to  
(DD/MM/YY) \_\_\_\_\_

Name \_\_\_\_\_

Designation: \_\_\_\_\_

Level: \_\_\_\_\_

Office Address: \_\_\_\_\_

City: \_\_\_\_\_ State : \_\_\_\_\_

Pin: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure  
Date \_\_\_\_\_

PERSONAL DETAILS:

Name: \_\_\_\_\_

Fathers Name: \_\_\_\_\_

Gender: \_\_\_\_\_

M \_\_\_\_\_

F \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Religion: \_\_\_\_\_

Qualification: \_\_\_\_\_

Category: \_\_\_\_\_

Aadhar Number of the Participant \_\_\_\_\_

IDENTITY: (carry your ID card at the time of training)

AADHAR CARD: \_\_\_\_\_

PAN CARD: \_\_\_\_\_ VOTER

ID: \_\_\_\_\_

CONTACT DETAIL(S):

E-mail ID: \_\_\_\_\_

Phone number (s): \_\_\_\_\_

Office \_\_\_\_\_

Home \_\_\_\_\_

Mobile \_\_\_\_\_

ANY OTHER INFORMATION:

For any queries please contact:  
Himachal Institute of Public Administration,  
HIPA, Fairlawn, Shimla-12

url: <http://hipashimla.nic.in>

email: [hipa-hp@nic.in](mailto:hipa-hp@nic.in),

[pmu2-sird@hp.gov.in](mailto:pmu2-sird@hp.gov.in)

Fax: 0177-2734679

Phone: 0177-2734777/666

Candidate's Signature: \_\_\_\_\_

Sponsoring Authority  
(Name, Designation with contact details)

OFFICE USE ONLY:

DIARY NUMBER: \_\_\_\_\_


TRAINING ID: \_\_\_\_\_

Fairlawns, Shimla-171012, Dated: 16<sup>th</sup> July, 2018.

Order

In supersession of all previous office orders, the Routes/Timings of both the Institute buses are hereby fixed as under hereby which will be applicable with immediate effect:

Morning 1 <sup>st</sup> Bus		Morning 2 <sup>nd</sup> 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	08.26
Khallini Chowk	08.32	Lift	08.28
Kanlog	08.35	Talland	08.33
Lal Pani	08.40	BCS	08.40
ISBT	08.50	Vikas Nagar	08.43
Boileauganj Crossing	08.55	Panthaghati	08.48
103 Tunnel	09.00	Kasumpti	08.50
Victory Tunnel	09.05	Chotta Shimla	09.05
Auckland Tunnel	09.15	Sanjauli Chowk	09.15
Dhalli by Pass	09.20	Dhalli Tunnel	09.20
Dhalli	09.30	Dhalli	09.30
Arrival at HIPA	09.35	Arrival at HIPA	09.35
Evening 1 <sup>st</sup> Bus		Evening 2 <sup>nd</sup> Bus	
Station	Departure Time (PM)	Station	Departure Time (PM)
HIPA	5.10	HIPA	5.10
Dhalli by Pass	5.25	Dhalli by 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

  
(Chander Prakash Verma), IAS  
Director,  
H.P. Institute of Public Administration,  
Fairlawns, Shimla-171012

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