

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

Fairlawn, Shimla-171012

Dated: 7th December, 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 February, 2020.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes at the Institute during the month of **February, 2020**. 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 24th January, 2020** 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 24th January, 2020** 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 requested that in the letter of nominations, the title of the Course for which Officer/official has been nominated, may please be mentioned compulsorily as the Institute finds it difficult to ascertain as to whether for which course the officer/ official has been nominated.**


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.

The nominated officers/officials may please 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.

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

Endst .No.: As above

Dated: 7th December, 2019.

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, 2020** at HIPA, Fairlawn, Shimla-12

Sr.No.	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
1.	Right to Information Act, 2005 and H.P. Services 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. To list out salient features and principles of Public Service Guarantee Act, 2011 	3 days	03.02.2020 to 05.02.2020	FAAs, PIOs, APIOs and other officials dealing with RTI.	Sh.R.S.Kapoor (Mob.9459608158) Ms.Gagan Chauhan
2.	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. 	3 days	03.02.2020 to 05.02.2020	Gazetted and Non-Gazetted Officers of State Govt.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
3.	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	06.02.2020 to 07.02.2020	Gazetted and Non-Gazetted officers of State Govt. Deptts.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
4.	e-Governance	<ul style="list-style-type: none"> To apprise the participants with the potential of ICT Tools and Technology for Effective and Efficient Utilization in e-Governance. 	3days	10.02.2020 to 12.02.2020	Gazetted Officers and Non-Gazetted Officials of the State Govt.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
5.	Office Procedure and Financial Administration	<ul style="list-style-type: none"> To make the participants understand budgeting and accounting procedure in government. 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 Pension Scheme. To made the participants aware of general conditions of services with emphasis on FR/SR. Getting the participants familiar with online applications. To acquaint the participants with HIMKosh-IFMS,e-kosh, financing reporting system, e-salary, e-vitrans, 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. To acquaint the participants about Non-Banking Financial Companies and various financial instruments available in Indian Markets. 	5 days	10.02.2020 to 14.02.2020	Gazetted and Non-Gazetted Officials of all the State Govt. Departments.	Sh.Diwalker Sharma (Mob.9882380628) Sh.Gagan Chauhan
6.	Attitudinal Change for Quality Service Delivery (Sponsored by Govt. of India, DoPT, New Delhi)	<ul style="list-style-type: none"> To sensitize participants about the link between attitude and the quality of public service delivery. To make them aware about the various dimensions of positive and negative attitudes and the impact on official working and the personal life. To understand the need for transparent, accountable and time bound service delivery with available solutions. To define and explore the standard of quality public service in contemporary times with fast changing public expectations. 	3 days	10.02.2020 to 12.02.2020	Gazetted and Non-Gazetted Officials of all the State Govt. Departments.	Dr.Rakesh Sharma (Mob.9418095808) Sh.Kamal Sharma
7.	SEVOTTAM (Sponsored by Govt. of India, DoPT, New Delhi)	<ul style="list-style-type: none"> To identify the need of Public Service Delivery. To create awareness among the participants for time bound Service Delivery to Citizens and to maintain consistency and excellence in public service delivery. To enhance the capability of participants to formulate "Sevottam" Compliant Citizens Charter through consultative and participatory approach. To enable the participants to explain the importance of Good Governance and to ensure quality services in time bound manner. 	3 days	17.02.2020 to 19.02.2020	Senior and Middle level officers of State Govt. Departments.	Sh.Vijay Sofra Mob.94180-40916 Ms.Ankush Baryan
8.	Noting and Drafting	<ul style="list-style-type: none"> To understand concept of office in Government. To develop knowledge in Noting & Drafting Skills as per hand book of Office Procedure. To impart detail knowledge of record keeping and managing files. 	3 days	24.02.2020 to 26.02.2020	Non-Gazetted Officials of the State Government.	Sh.Ajay Kumar (Mob.94180-43255) Sh.Ankush Baryan

**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

Candidate's Signature:

[url:http://hipashimla.nic.in](http://hipashimla.nic.in)

email: hipa-hp@nic.in,

Sponsoring Authority

(Name, Designation with contact details)

OFFICE USE ONLY:

DIARY NUMBER:

TRAINING ID: