

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

Fairlawn, Shimla-171012 Dated: 28<sup>th</sup> July, 2021.

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 September and October, 2021.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of **September and October, 2021** as per list enclosed as **Annexure-'A' & 'B' (subject to the COVID-19 conditions and Government instructions in this regard)**. The objectives, duration and dates of these programmes have been indicated in the annexures.

You are therefore, requested to nominate **1-2 officers/officials for each training programme**. **The names of nominated officers/officials** for each programme may be uploaded online portal only **latest by 21<sup>st</sup> August, 2021** 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.

The State Executive Committee constituted under the Disaster Management Act, 2005 has allowed this Institute to organize training programmes on the following conditions:

1. Only Vaccinated Candidates may be allowed to attend the training.
2. If not vaccinated, the candidate must report with negative RT-PCR report not earlier than 72 hours at the time of reporting.
3. Will ensue adherence to the SOPs issued by the Department of Personnel and Training, Government of Indian and COVID-19 protocols through the training period.

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/>).

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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.

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

Yours faithfully,

  
(Jyoti Rana, 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](mailto:hipa-hp@nic.in)

Dated: 28<sup>th</sup> July, 2021.

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. 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 alongwith Annexures in HIPA Website.

  
(Jyoti Rana, HAS)  
Additional Director,

H.P. Institute of Public Administration,  
Fairlawn, Shimla-171012

## Training Programmes for the month of August/September, 2021 at HIPA, Fairlawn, Shimla

Sr. No.	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director / Course Assistant
1.	Soft Skills, Leadership, Motivation and Team Building (Sponsored by DoPT, GOI)	To sensitize participants about the importance of soft skills in official working and Interpersonal relations. Through some KSA based exercise, Leadership, Motivation and Team Building aspects will be mainly targeted in addition to all other essential soft skills required for the efficiency.	3 Days	16.08.2021 to 18.08.2021	Gazetted and Non-Gazetted Officers of State Govt.	Dr. Rakesh Sharma (Mob. 94180-95808) Sh. Sameer Sharma
2.	Computer Course on Power Point	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 days	01.09.2021 to 02.09.2021	Gazetted and Non-Gazetted Officers of State Govt.	Sh. Sandeep Kumar (Mob. 94182-66344) Ms. Teena Chauhan
3.	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-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.</li> <li>To acquaint the participants about Non-Banking Financial Companies and various financial instruments available in Indian Markets.</li> </ul>	3 days	06.09.2021 to 08.09.2021	Gazetted and Non-Gazetted Officials of all the State Govt. Departments.	Dr. A. D Bhardwaj (Mob. 94180-52408) Sh. Kamal Sharma
4.	Attitudinal Change for Quality Service Delivery (Sponsored by DoPT, GOI)	<ul style="list-style-type: none"> <li>It was widely recognized now that apart from lack of appropriate knowledge and skills, working in organizations are affected more by the attitudes of individual. Right attitudinal changes are needed not only for the efficiency of individuals in work places but also in their personal life so as to live stress free and happy. Keeping in view of this aspect Course will try to find some ways to bring attitudinal change necessary for the quality service delivery.</li> </ul>	3 days	06.09.2021 to 08.09.2021	Gazetted and Non-Gazetted Officers of the State Govt.	Dr. Rakesh Sharma (Mob. 94180-95808) Sh. Sameer Sharma
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>	2 days	09.09.2021 to 10.09.2021	Gazetted and Non-Gazetted Officers of the State Govt.	Sh. Sandeep Kumar (Mob. 94182-66344) Ms. Teena Chauhan
6.	Audit and Performance Budget.	<ul style="list-style-type: none"> <li>Audit, its importance and Role of CAG with respect to Audit.</li> <li>To make aware with Performance Budgeting &amp; Zero base Budgeting.</li> <li>To explain plans and strategies to match current state of audit, performance budgeting &amp; performance measurement with global standards.</li> <li>To acquaint them with the dealing of PAC/CAG Paras</li> </ul>	2 days	13.09.2021 to 14.09.2021	Gazetted Officers of the State Govt.	Sh. Vijay Sofra (Mob. 94180-40916) Sh. Ankush Baryan
7.	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>	2 days	15.09.2021 to 16.09.2021	FAAs, PIOs, APIOs and other officials dealing with RTI.	Dr. Rakesh Sharma (Mob. 94180-95808) Sh. Kamal Sharma
8.	Samgr e-Samadhan (Integrated with CM Office Portal including Jan Manch)	<ul style="list-style-type: none"> <li>To familiarize and apprise the participants about the comprehensive Online Public Grievance Monitoring System i.e. "Samgr e-Samadhan Portal".</li> <li>To deal with various references sent by CM Office and Jan Manch.</li> <li>To deal with Grievances and Demands sent by CM Office, Chief Secretary and General Public.</li> </ul>	1 day	17.09.2021	Nodal Officers and Assistants for E-Samadhan and Him Pragati Portal	Sh. Sandeep Kumar (Mob. 94182-66344) Ms. Teena Chauhan
9.	GeM	<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>	1 day	20.09.2021	Gazetted and Non-Gazetted Officers of the State Govt.	Sh. Sandeep Kumar (Mob. 94182-66344) Ms. Teena Chauhan
10.	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>	2 days	22.09.2021 to 23.09.2021	Gazetted and Non-Gazetted Officials of State Govt.	Sh. Diwaker Sharma (Mob. 9882380628) Sh. Ankush Baryan
11.	Computer Course on Excel	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	27.09.2021 to 28.09.2021	Gazetted and Non-Gazetted Officers of the State Govt.	Sh. Sandeep Kumar (Mob. 94182-66344) Ms. Teena Chauhan

Training Programmes for the month of October, 2021 at HIPA, Fairlawn, Shimla-12

Sr. No.	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
1.	Basic Computer Course on Word, Internet & E-mail	<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>	4 days	04.10.2021 to 07.10.2021	Gazetted and Non-Gazetted officials.	Sh. Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
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>	2 days	11.10.2021 to 12.10.2021	FAAs, PIOs, APIOs and other officials dealing with RTI.	Dr.Rakesh Sharma (Mob.94180-95808) Sh.Kamal Sharma
3.	Noting and Drafting Skills (Sponsored by Govt. of India, DoPT)	<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	11.10.2021 to 13.10.2021	Gazetted and Non-Gazetted Officers of the State Govt.	Dr.A.D.Bhardwaj (Mob.94180-52409) Sh.Kamal Sharma
4.	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	11.10.2021 to 12.10.2021	Gazetted and Non-Gazetted Officers of the State Govt.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
5.	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>	2 days	11.10.2021 to 12.10.2021	Gazetted and Non-Gazetted Officials of State Govt	Sh.Diwaker Sharma (Mob.9882380628) Sh.Ankush Baryan
6.	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>	1 day	14.10.2021	Gazetted and Non-Gazetted officers of State Govt. Departments.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
7.	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-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.</li> <li>To acquaint the participants about Non-Banking Financial Companies and various financial instruments available in Indian Markets.</li> </ul>	3 days	25.10.2021 to 27.10.2021	Gazetted and Non-Gazetted Officials of all the State Govt. Departments.	Dr.A.D.Bhardwaj (Mob.94180-52409) Sh.Kamal Sharma
8.	GeM	<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>	1 day	26.10.2021	Gazetted and Non-Gazetted officers of State Govt. Departments.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
9.	CM helpline	<ul style="list-style-type: none"> <li>To acquaint the participants with Role and Responsibilities of Nodal Officer and L1, L2, L3, L4 Officers.</li> <li>Dealing with complaints/cases on CM Helpline Portal.</li> <li>To acquaint the participants with CM Helpline Portal.</li> </ul>	One day	28.10.2021	Gazetted and Non-Gazetted officers of State Govt. Departments.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
10.	Refresher Computer Course on IFMS.	<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>	1 day	29.10.2021	Gazetted and Non-Gazetted Officers of the State Govt.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan

**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