

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

**Fairlawn, Shimla-171012      Dated:      18<sup>th</sup> November, 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 January, February and March, 2022.**

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of **January, February and March, 2022** as per list enclosed as **Annexure-‘A’, ‘B’ & ‘C’** (**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 20<sup>th</sup> December, 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 India 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/>).

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)

## Training Programmes for the month of January, 2022 at HIPA, Fairlawn, Shimla-12

Sr. No.	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
1.	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>	5 days	03.01.2022 to 07.01.2022	Gazetted and Non-Gazetted Officials of all the State Govt. Departments.	Dr. A.D.Bhardwaj (Mob.94180-2409) Sh. Kamal Sharma
2.	Communication and presentational 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>	2 days	05.01.2022 to 06.01.2022	Gazetted and Non-Gazetted Officials of the State Govt.	Sh. Vijay Panwar (Mob.94181-22952) Sh.Ankush Baryan
3.	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	06.01.2022 to 07.01.2022	Gazetted and Non-Gazetted Officers of the State Govt.	Sh.Sandeep Kumar Mob.94182-66344 Ms.Teena Chauhan
4.	Good Governance for Transparency.	<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> <li>To acquaint them with the (People with Disability) PWD Act, 1995</li> </ul>	3 days	10.01.2022 to 12.01.2022	Sr. and Middle level Officers of State Govt. Departments	Sh. Anil Chauhan Mob. 9418119887 Ms. Shaloo Mehta

5.	Conflict Resolution and Stress Management sponsored by GOI	<ul style="list-style-type: none"> <li>The main objective of this course will be to recognize the importance of Team Spirit in an organization and to stay motivated in work and life spaces. For this, understanding the various dimensions of conflict of interests will co-workers and with hierarchical set up within an organization is important as it can help us in finding solution for conflict resolution. Linked Stress and its importance will also be touched upon for establishing a good balance of work and life.</li> </ul>	3 days	10.01.2022 to 12.01.2022	Sr. and Middle level Officers of State Govt. Departments	Dr. Rakesh Sharma Mob. 94180-95808 Sh. Sameer Sema
6.	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>	2 days	10.01.2022 to 11.01.2022	Gazetted and Non-Gazetted Officers of State Govt.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
7.	Basic Computer Course	<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>	3 days	13.01.2022 to 15.01.2022	Gazetted and Non-Gazetted Officials.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
8.	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	13.01.2022 to 14.01.2022	FAAs, PIOs, APIOs and other officials dealing with RTI.	Dr.Rakesh Sharma (Mob.94180-95808) Sh.Kamal Sharma
9.	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	20.01.2022 to 21.02.2022	Gazetted and Non-Gazetted Officials of State Govt.	Sh.Diwaker Sharma (Mob.9882380628) Sh.Ankush Baryan
10.	Noting and Drafting	<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	27.01.2022 to 29.01.2022	Gazetted and Non-Gazetted Officers of the State Govt.	Sh. Vijay Panwar (Mob.94181-22952) Sh.Ankush Baryan

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## Training Programmes for the month of February, 2022 at HIPA, Fairlawm, 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"> <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	01.02.2022 to 02.02.2022	FAAs, PIOs, APIOs and other officials dealing with RTI.	Dr.Rakesh Sharma (Mob.94180-95808) Sh.Kamal Sharma
2.	Basic Computer Course	<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>	3 days	01.02.2022 to 03.02.2022	Gazetted and Non-Gazetted officials.	Sh.Sandeep Kumar (Mob.94182-6344) 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 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>	5 days	07.02.2022 to 11.02.2022	Gazetted and Non-Gazetted Officials of all the State Govt. Departments.	Dr. A.D.Bhardwaj (Mob.94180-2409) Sh. Kamal Sharma
4.	Computer 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 work on office automation, tools available under Windows.</li> </ul>	2 days	04.02.2022 to 05.02.2022	Gazetted and Non-Gazetted officers of State Govt. Deptts.	Sh.Sandeep Kumar (Mob.9418266344) Ms.Teena Chauhan

5.	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>	3 days	03.02.2022 to 05.02.2022	Gazetted Officers of the State Govt.	Sh. Vijay Panwar (Mob.94181-22952) Sh.Ankush Baryan
6.	Good Governance for Transparency.	<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> <li>• To acquaint them with the (People with Disability) PWD Act, 1995</li> </ul>	3 days	07.02.2022 to 09.02.2022	Sr. and Middle level officers of State Govt. Departments	Sh. Anil Chauhan (Mob. 94181-19887) Ms. Shaloo Mehta
7.	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	10.02.2022 to 11.02.2022	Gazetted and Non-Gazetted Officers of the State Govt.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
8.	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	17.02.2022 to 18.02.2022	Gazetted and Non-Gazetted Officials of State Govt.	Sh.Diwaker Sharma (Mob.98823-80628) Sh.Ankush Baryan
9.	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	17.02.2022 to 19.02.2022	Gazetted and Non-Gazetted Officials of the State Govt.	Sh.Vijay Panwar (Mob.98829-70204) Sh.Ankush Baryan
10.	Noting and Drafting	<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	21.02.2022 to 23.02.2022	Gazetted and Non-Gazetted Officers of the State Govt.	Sh. Vijay Panwar (Mob.94181-22952) Sh.Ankush Baryan

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## Training Programmes for the month of March, 2022 at HIPA, Fairlawn, Shimla-12

Sr. No.	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
1.	Community Based Disaster Management Sponsored Gol	<ul style="list-style-type: none"> <li>• Identification of Community unit and preparation of community profile.</li> <li>• To understand how community people can take the help of Local resources/NGO's for disaster preparedness.</li> <li>• Preparation of Community map showing vulnerable areas, resources, and evacuations routes.</li> <li>• Identification of Hazards, risk and vulnerability</li> <li>• Assessment of level of Risk of different components.</li> </ul>	3 days	02.03.2022 to 04.03.2022	Gazetted and Non-Gazetted Officers of the State Govt.	Sh. Anil Chauhan (Mob.98829-70204) Ms. Shaloo Mehta
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	07.03.2022 to 08.03.2022	FAAs, PIOs, APIOs and other officials dealing with RTI.	Dr.Rakesh Sharma (Mob.94180-95808) Sh.Kamal Sharma
3.	Noting and Drafting	<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	14.03.2022 to 16.03.2022	Gazetted and Non-Gazetted Officers of the State Govt.	Sh. Vijay Panwar (Mob.94181-22952) Sh.Ankush Baryan
4.	GeM & E-procurement	<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>	2 days	04.03.2022 to 05.03.2022	Gazetted and Non-Gazetted Officers 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"> <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</li> </ul>	5 days	07.03.2022 to 11.03.2022	Gazetted and Non-Gazetted Officials of all the State Govt. Departments.	Dr. A.D.Bhardwaj (Mob.94180-52409) Sh. Kamal Sharma

		<ul style="list-style-type: none"> <li>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-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>				
6.	Systematic Approach to Training (SAT) (DOPT)	<ul style="list-style-type: none"> <li>The Systematic Approach to Training (SAT) is a methodology for managing training programs. ... The systematic approach to training ensures that people are prepared for their work by having the necessary knowledge, skills, and attitudes to do their job. SAT begins with identifying people's work related needs.</li> </ul>	3 days	07.03.2022 to 09.03.2022	Sr. and Middle level officers of State Govt. Departments	Dr. Rakesh Sharma (Mob. 94180-95808) Sh. Sameer Semta
7.	IT for effective office Management	<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>	2 days	10.03.2022 to 11.03.2022	Gazetted and Non-Gazetted Officers of the State Govt.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
8.	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>	3 days	14.03.2022 to 16.03.2022	Gazetted Officers of the State Govt.	Sh.Vijay Panwar (Mob.94181-22952) Sh.Ankush Baryan
9.	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>	2 days	21.03.2022 to 22.03.2022	Gazetted and Non-Gazetted Officers of State Govt.	Sh.Sandeep Kumar (Mob.94182-6344) Ms.Teena Chauhan
10.	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	21.03.2022 to 23.03.2022	Senior and & Middle Level Officers of State	Dr. Rakesh Sharma (Mob.98829-70204) Sh..Ankush Baryan
11.	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</li> </ul>	2 days	25.03.2022 to 26.03.2022	Gazetted and Non-Gazetted Officers of the State Govt.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan

		efficiently.				
12.	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	28.03.2022 to 29.03.2022	Gazetted and Non-Gazetted Officials of State Govt.	Sh.Diwaker Sharma (Mob.98823-80628) Sh.Ankush Baryan
13.	Good Governance for Transparency.	<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> <li>To acquaint them with the (People with Disability) PWD Act, 1995</li> </ul>	3 days	28.03.2022 to 30.03.2022	Sr. and Middle level officers of State Govt. Departments	Sh. Anil Chauhan (Mob. 94181-19887) Ms. Shaloo Mehta