

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

Fairlawn, Shimla-171012

Dated: 29<sup>th</sup> March, 2022.

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 May and June, 2022.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of May and June, 2022 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 20<sup>th</sup> April, 2022 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 ensure 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/>).

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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

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E-mail: [hipa-hp@nic.in](mailto:hipa-hp@nic.in)

Dated: 29<sup>th</sup> March, 2022.

Endst.No.: As above

Copy to:

1. The A.C.S (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 along with Annexures in HIPA Website.



Additional Director,

H.P. Institute of Public Administration,

Fairlawn, Shimla-171012

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

Sr. No.	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
	Computer Course on IFMS (Integrated Financial Management System)	<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 days	06.05.2022	Gazetted and Non-Gazetted Officials of all the State Govt. Departments.	Sh.Sandeep Kumar (Mob.94182-6344) Ms.Teena Chauhan
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>	3 days	09.05.2022 to 11.05.2022	Gazetted and Non-Gazetted Officials of the State Govt.	Dr. Rakesh Sharma (Mob. 94180-95808) Sh. Sameer Sema
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-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	17.05.2022 to 21.05.2022	Gazetted and Non-Gazetted Officials of all the State Govt. Departments.	Sh. Vikas Gupta (Mob.9418452830) Sh. Jia lal Kamal

4.	Cyber Security	<ul style="list-style-type: none"> <li>• Cyber security aims to protect the computers, networks, and software programs from such cyber attacks. Most of these digital attacks are aimed at accessing, altering, or deleting sensitive information; extorting money from victims; or interrupting normal business operations.</li> </ul>	2 days	20.05.2022 to 21.05.2022	Gazetted and Non-Gazetted Officials of all the State Govt. Departments	Sh.Sandeep Kumar (Mob.94182-6344) 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>	3 days	19.05.2022 to 21.05.2022	Gazetted and Non-Gazetted Officials of State Govt.	Sh. Vikas Gupta (Mob.9418452830) Sh. Jia lal Kamal
6.	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	23.05.2022 to 24.05.2022	FAAs, PIOs, APIOs and other officials dealing with RTI.	Dr. Rakesh Sharma (Mob. 94180-95808) Sh.Jia lal Kamal
7.	Office Communication: 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>	2 days	30.05.2022 to 31.05.2022	Gazetted and Non-Gazetted Officers of the State Govt.	Sh.Diwaker Sharma (Mob.98823-80628) Sh.Jia lal Kamal

## Annexure-'B',

## Training Programmes for the month of June, 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.	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> <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	03.06.2022 to 04.06.2022	Gazetted and Non-Gazetted Officials of all the State Govt. Departments.	Sh.Sandeep Kumar (Mob.94182-6344) Ms.Teena Chauhan
2.	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	09.06.2022 to 10.06.2022	Gazetted and Non-Gazetted Officers of State Govt.	Sh.Sandeep Kumar (Mob.94182-6344) Ms.Teena Chauhan
3.	Office Communication : 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>	2 days	15.06.2022 to 16.06.2022	Gazetted and Non-Gazetted Officers of the State Govt.	Sh.Diwaker Sharma (Mob.98823-80628) Sh.Jia lal Kamal
4.	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	20.06.2022 to 21.06.2022	FAAs, PIOs, APIOs and other officials dealing with RTI.	Dr. Rakesh Sharma (Mob. 94180-95808) Sh. Sameer Semta
5.	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	22.06.2022	Gazetted and Non-Gazetted Officers of the State Govt.	Sh.Sandeep Kumar (Mob.94182-6344) Ms.Teena Chauhan

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	23.06.2022 to 25.06.2022	Gazetted and Non-Gazetted Officials of State Govt.	Sh. Vikas Gupta (Mob.9418452830) Sh. Jia lal Kamal
7.	Effective Communication Skills for Office Working (GoI)	The primary objective of communication in management is to convey information—instructions, policies, procedures, decisions, etc., so the listener will hear, read, understand what is said, agree and accept the message, and react as intended by the manager or sender of the communication.	3 days	27.06.2022 to 29.06.2022	Gazetted and Non-Gazetted Officers of the State Govt.	Dr. Rakesh Sharma (Mob. 94180-95808) Sh. Sameer Semta
8.	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	27.06.2022 to 01.07.2022	Gazetted and Non-Gazetted Officials of all the State Govt. Departments.	Sh. Vikas Gupta (Mob.9418452830) Sh. Jia lal Kamal