

No.HIPA (Trg.)G-15/2004-XVI
Government of Himachal Pradesh
Institute of Public Administration
Fairlawn, Shimla-171012

Dated: 14th November, 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 January, February and March, 2023.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of **January, February and March, 2023** as per list enclosed as **Annexure-'A'**. The objectives, duration and dates of these programmes have been indicated in the annexure.

You are therefore, requested to nominate **3-4 officers/officials for each training programme**. The names of nominated officers/officials for each programme may be uploaded online portal only **latest by 15th December, 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 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/>).

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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 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. 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

Dated: 14th November, 2022.

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 along with Annexures in HIPA Website.


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

Annexure-'A'

Training Programmes for the month of January, 2023 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 & Financial Administration	<ul style="list-style-type: none"> 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 	5 days	02.01.2023 to 06.01.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Vikas Gupta (Mob.94184-52830) Sh. Jia Lal Kamal (Mob.94185-11282)
2.	Official Communication Skills : Noting & Drafting	<ul style="list-style-type: none"> To understand concept of office in government. To develop knowledge in Noting & Drafting skills per hand book of office procedure. To impart detail knowledge of record keeping and managing files. 	3 days	09.01.2023 to 11.01.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Parmodh Jaswal (Mob.94188-15455) Sh. Jia Lal Kamal (Mob.94185-11282)
3.	Essential Hard Skills and Soft Skills in Office Working	<ul style="list-style-type: none"> Hard skills are abilities you learn on the job. They're things like management and financial forecasting Soft skills are traits that make you a good Officers/Officials. They're things like work ethic, organization, communication, collaboration, and leadership. 	3 days	16.01.2023 to 18.01.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Parmodh Jaswal (Mob.94188-15455) Sh. Jia Lal Kamal (Mob.94185-11282)
4.	Disciplinary Proceedings/Conduct Rule/Departmental Enquiry	<ul style="list-style-type: none"> To make the participant aware of Constitutional Provisions relating to Service & General Conditions of Services and to equip the participants with CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 Suspension/ Entitlements, Suspension & Reinstatement, Framing of Charge Sheet & Holding of Departmental Enquiry, Imposition of Penalties, 	3 days	16.01.2023 to 18.01.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Diwakar Sharma (Mob.98823-80628) Sh. Jia Lal Kamal (Mob.94185-11282)
5.	RTI Act 2005 and Public Service 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 	2 days	30.01.2023 & 31.01.2023		Sh. R.S. Kapoor (Mob.) 94596-08158 Sh. Chander Prakash (Mob.94184-04026)

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Training Programmes for the month of February, 2023 at HIPA, Fairlawn, Shimla-12

Sr. No.	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
1.	Official Communication Skills: Noting & Drafting	<ul style="list-style-type: none"> To understand concept of office in government. To develop knowledge in Noting & Drafting skills per hand book of office procedure. To impart detail knowledge of record keeping and managing files. 	3 days	02.02.2023 & 04.02.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Parmodh Jaswal (Mob.94188-15455) Sh. Jia Lal Kamal (Mob.94185-11282)
2.	Disciplinary Proceedings/Conduct Rule/Departmental Enquiry	<ul style="list-style-type: none"> To make the participant aware of Constitutional Provisions relating to Service & General Conditions of Services and to equip the participants with CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 Suspension/ Entitlements, Suspension & Reinstatement, Framing of Charge Sheet & Holding of Departmental Enquiry, Imposition of Penalties, 	3 days	06.02.2023 to 08.02.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Diwakar Sharma (Mob.98823-80628) Sh. Jia Lal Kamal (Mob.94185-11282)
3.	Basic Computer Course	<ul style="list-style-type: none"> 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. 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 & upload data, e-mail, 	3 days	13.02.2023 to 15.02.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Sandeep Kumar (Mob.94182-66344) Ms. Teena Chauhan
4.	Office Procedure & Financial Administration	<ul style="list-style-type: none"> 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 	5 days	13.02.2023 to 17.02.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Vikas Gupta (Mob.94184-52830) Sh. Jia Lal Kamal (Mob.94185-11282)
5.	RTI Act 2005 and Public Service 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 	2 days	16.02.2023 & 17.02.2023	FAAs, PIOs, APIOs and Other Officials Dealing with RTI	Sh. R.S. Kapoor (Mob.) 94596-08158 Sh. Chander Prakash (Mob.94184-04026)
6.	Self Awareness, Empathy and Management of Emotions	<ul style="list-style-type: none"> In essence high self-awareness allows us to understand, appreciate, and control our emotions. Training can empower trainee to control their emotions with strong self-awareness skills. Self-awareness involves our thoughts in addition to our emotions — also known as meta-cognition. 	3 days	27.02.2023 to 01.03.2023		Sh. Parmodh Jaswal (Mob.94188-15455) Sh. Jia Lal Kamal (Mob.94185-11282)

Shimla-12
 Assistant Director

Training Programmes for the month of March, 2023 at HIPA, Fairlawn, Shimla-12

Sr. No.	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
1.	Official Communication Skills: Noting & Drafting	<ul style="list-style-type: none"> To understand concept of office in government. To develop knowledge in Noting & Drafting skills per hand book of office procedure. To impart detail knowledge of record keeping and managing files. 	3 days	02.03.2023 to 04.03.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Parmodh Jaswal (Mob.94188-15455) Sh. Jia Lal Kamal (Mob.94185-11282)
2.	Disciplinary Proceedings/Conduct Rule/Departmental Enquiry	<ul style="list-style-type: none"> To make the participant aware of Constitutional Provisions relating to Service & General Conditions of Services and to equip the participants with CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 Suspension/Entitlements, Suspension & Reinstatement, Framing of Charge Sheet & Holding of Departmental Enquiry, Imposition of Penalties, 	3 days	06.03.2023 to 08.03.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Diwakar Sharma (Mob.98823-80628) Sh. Jia Lal Kamal (Mob.94185-11282)
3.	Office Procedure & Financial Administration	<ul style="list-style-type: none"> 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 	5 days	13.03.2023 to 17.03.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Vikas Gupta (Mob.94184-52830) Sh. Jia Lal Kamal (Mob.94185-11282)
4.	RTI Act 2005 and Public Service 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 	2 days	16.03.2023 to 17.03.2023	FAAs, PIOs, APIOs and Other Officials Dealing with RTI	Sh. R.S. Kapoor (Mob.) 94596-08158 Sh. Chander Prakash (Mob.94184-04026)