

Reminder No-1st (M. Urgent.)

No. HIPA(Training) C-11/2022
Government of Himachal Pradesh
Institute of Public Administration
Fairlawn's, Shimla-171012 Dated: 18th Nov. 2022.

From:

The Director,
H.P. Institute of Public Administration,
Fairlawns Shimla-171012.

To

1. All the Heads of Departments of H.P.
2. All the Heads of Boards/ Corporations in H.P.
3. All the Divisional Commissioner in H.P.
4. All the Deputy Commissioner in H.P.
5. The Secretary , H.P. Public Service Commission ,
Nigam Bihar Shimla-171002.
6. The Special Secretary (SA) to the Govt. of H.P.
7. The Secretary, H.P. Vidhan Sabha, Shimla-171004.

**Subject: Training Bulletin for the training Programmes at
HIPA during the month of December-2022.**

Dear Sir/ Madam,

The H.P. Institute of Public Administration, Fairlawns Shimla-171012 has been organizing training programmes during the Month of December 2022, **as per list enclosed as Annexure -'A'** The duration and dates of these programmes have been indicated in the Annexure.

You are therefore, requested to nominate, 3-4 officers/officials for each programme and upload on line Portal only **latest by 20th November-2022** so that the Institute could make arrangements accordingly.

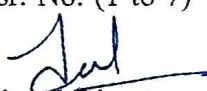
Please note that those officers /officials may not be nominated who have already undergone these trainings earlier at HIPA as per training policy 2009.

Yours faithfully,

(Jyoti Rana, HAS)

Additional Director,
H.P. Institute of Public Administration,
Fairlawns, Shimla-171012, dt. 16th Nov.2022.

✓. Smt. Teena Chauhan is directed to upload above mentioned letter on the website of HIPA and sent e-mail as above sr. No. (1 to 7) immediately for further n/a.


Additional Director,
H.P. Institute of Public Administration,
Fairlawns, Shimla-12.

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

| Name of the Programme | Objectives in brief | Duration | Dates | Level of Participants | Course Director/ Course Assistant |
|--|--|----------|-----------------------------|--|---|
| 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 | 01.12.2022 to 02.12.2022 | FAAs, PIOs, APIOs and Other Officials Dealing with RTI | Sh. J.R Kaushal (Mob.70182-95741) Sh. Dheeraj Kumar (Mob.94598-61203) |
| Office Communication Skills : Noting and 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 | 01.12.2022 to 03.12.2022 | Gazetted and Non-Gazetted Officials of State Government | Sh. Parmodh Jaswal (Mob.94188-15455) Sh. Jia Lal Kamal (Mob.94185-11282) |
| Manav Sampada | <ul style="list-style-type: none"> To familiarize the participants with the working of e-applications such as e-service book, MIS reporting and mobile applications. To impart them necessary skills to work with various features of these applications so that they will be able to access/update information efficiently. | 2 days | 02.12.2022 to 03.12.2022 | Gazetted and Non Gazetted Officials of State Government | Sh. Sandeep Kumar (Mob.94182-66344) Ms. Teena Chauhan |
| 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 | 05.12.2022 to 07.12.2022 | Gazetted and Non-Gazetted Officials of State Government. | Sh. Diwakar Sharma (Mob.98823-80628) Sh. Jia Lal Kamal (Mob.94185-11282) |
| Positive Attitude and Progressive Thinking (GoI) | <ul style="list-style-type: none"> The foremost objective of this programme is to sensitize participants about the importance of positive thinking in the daily affairs of life, through different interactive sessions & exercises, how to deal with these hurdles will be the main objective of this programme. | 3 days | 12.12.2022 to 14.12.2022 | Gazetted and Non-Gazetted Officials of State Government. | Sh. Parmodh Jaswal (Mob.94188-15455) Sh. Dheeraj Kumar (Mob.94598-61203) |
| 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 | 12.12.2022 to 16.12.2022 | Gazetted and Non-Gazetted Officials of State Government. | Sh. Vikas Gupta (Mob.94184-52830) Sh. Jia Lal Kamal (Mob.94185-11282) |
| Direct Trainer Skills (DTS) GoI) | <ul style="list-style-type: none"> The main objective of the Direct Trainer Skills (DTS) is to enhance or polish the training skills in trainers working in different academic and training institutions. In this programme different interactive /practical sessions will be taken by the Regional Trainers (RTs) especially deputed by the DOPT, GoI. | 5 days | 19.12.2022 to 23.12.2022 | | Sh. Parmodh Jaswal (Mob.94188-15455) Sh. Sameer Sharma (Mob.94590-91007) |
| 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 | 29.12.2022 to 31.12.2022 | Gazetted and Non-Gazetted Officials of State Government. | Sh. Sandeep Kumar (Mob.94182-66344) Ms. Teena Chauhan |