

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

From Fairlawn, Shimla-171012

Dated: 9 March, 2023.

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

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 April and May, 2023.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of April and May, 2023 as per list enclosed as Annexure-A & B. 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 25th March, 2023 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.

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.


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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.

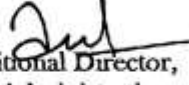
Yours faithfully,


(Jyoti Rana, HAS)
Additional Director,
H.P. Institute of Public Administration,
Fairlawn, Shimla-171012
Tel.: 0177-2734666, Fax No.0177-2734679
E-mail: hpa-hp@nic.in
Dated: 9th March, 2023.

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.
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 April, 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. 	2 days	10.04.2023 to 11.04.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh.Jai Ram Kaushal Mob.70182-95741 Sh. Love Kumar Mob. 98161-56177
2.	RMS for Revenue Department	<ul style="list-style-type: none"> Participants will be able to do the e-court application, create new case, issue summon, order upation working with relief application. 	2 days	17.04.2023 to 18.04.2023	Gazetted and Non-Gazetted Officials of Revenue Department	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01394
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	17.04.2023 to 21.04.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Parmodh Jaswal Mob.94188-15455 Sh. Jia Lal Kamal Mob.94185-11282
4.	Computer Course on Manav Sampada (e-Service Book)	<ul style="list-style-type: none"> To familiarize the participants with the working of ebasics of computers and to impart them necessary skills to work on office automation, tools available under Windows. 	3 days	19.04.2023 to 21.04.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan

		<ul style="list-style-type: none"> 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, 				Mob. 70184-01395
5.	Computer Course on Excel	<ul style="list-style-type: none"> 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	24.04.2023 to 25.04.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
6.	Training Programme on "Community Based Disaster Risk Reduction in Association with HPSDMA	<ul style="list-style-type: none"> Its objective is to encourage knowledge and experience sharing among communities, organizations and other disaster risk reduction (DRR) stakeholders for the benefit of all those vulnerable to natural disasters, especially floods. 	3 days	24.04.2023 to 26.04.2023	Representatives of different NGOs from H.P.	Sh. R.S. Kapoor Mob. 94596-08158 Sh. Chandermani Mob. 94590-49425
7.	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	27.04.2023 to 29.04.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Jai Ram Kaushal Mob. 70182-95741 Sh. Jia Lal Kamal Mob. 94185-11282
8.	Computer Course on Power Point	<ul style="list-style-type: none"> 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	28.04.2023 to 29.04.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395

Training Programmes for the month of May, 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.	Right to Information Act, 2005 and H.P. Services 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. 	2 day	01.05.2023 to 02.05.2023	FAAs, PIOs, APIOs and Other Officials Dealing with RTI	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chander Prakash Mob. 94184-04026
2.	Communication and Presentation Skills	<ul style="list-style-type: none"> • To improve performance and understanding human behavior. • To understand the communication process, identifying communication problems and outlining ways to improve. • To know more about personal communication, its goals, outcomes, problems and strategies for improvement. 	3 days	08.05.2023 to 10.05.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Parmodh Jaswal Mob.94188-15455 Sh. Jia Lal Kamal Mob.94185-11282
3.	Cyber & Network Security	<ul style="list-style-type: none"> • To protect information and information infrastructure in cyberspace. To build capabilities to prevent and respond to cyber threats. To reduce vulnerabilities and minimize damage from cyber incidents through a combination of institutional structures, people, processes, technology and cooperation. 	2 days	11.05.2023 to 12.05.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395

4.	Gem & Procurement e-	<ul style="list-style-type: none"> 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 & Services, Receipt of Goods, Bidding and Reverse Auction. 	2 days	15.05.2023 to 16.05.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01394
5.	Regional Level Basics and Intermediate Training Programme on Incident Response System.	<ul style="list-style-type: none"> Incident response (IR) is a set of information security policies and procedures that you can use to identify, contain, and eliminate cyberattacks. The goal of incident response is to enable an organization to quickly detect and halt attacks, minimizing damage and preventing future attacks of the same type 	3 days	17.05.2023 to 19.05.2023	IRS Team Members from Shimla, Solan, Sirmaur & Kinnaur Districts	Sh. R.S. Kapoor Mob. 9817457037 Sh. Chandermani Mob. 94590-49425
6.	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	18.05.2022 to 20.05.2022	Gazetted and Non-Gazetted Officials of State Government	Sh. Jai Ram Kaushal Mob. 70182-95741 Sh. Jia Lal Kamal Mob. 94185-11282
7.	RMS for Revenue Department	<ul style="list-style-type: none"> Participants will be able to do the e-court application, create new case, issue summon, order upation working with relief application. 	2 days	19.05.2023 to 20.05.2023	Gazetted and Non-Gazetted Officials of Revenue Department	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
8.	Office Procedure and 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. 	5 days	23.05.2023 to 27.05.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Parmodh Jaswal Mob. 94188-15455 Sh. Jia Lal Kamal

		<ul style="list-style-type: none"> • 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. 				Mob.94185-11282
9.	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	25.05.2023 to 27.05.2023	Gazetted and Non-Gazetted Officials of State Governm ent.	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
10.	Official Communication: 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. 	2 days	29.05.2022 to 30.05.2022	Gazetted and Non-Gazetted Officials of State Governm ent	Sh.Jai Ram Kaushal Mob.70182-95741 Sh. Love Kumar Mob. 98161-56177

Dated 17th January, 2023

ORDER

In suppression of all previous office orders, the Routes and Timings of both the Institute buses are fixed as under which will be applicable with immediate effect:-

Morning 1 st Bus		Morning 2 nd 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	08.30
Khallini Chowk	08.35	Lift	08.35
Kanlog	08.40	Talland	08.40
		Khallini	08.45
Lal Pani	08.45	BCS	08.50
ISBT	08.55	Vikas Nagar	08.55
Boileauganj Crossing	09.00	Panthaghati	09.00
103 Tunnel	09.05	Kasumpti	09.05
Victory Tunnel	09.10	Chhota Shimla	09.15
Tarahall	09.12		
Auckland Tunnel	09.20	Sanjauli Chowk	09.25
Dhalli by Pass	09.30	By pass	09.30
Dhalli	09.35	Dhalli	09.35
Arrival at HIPA	09.40	Arrival at HIPA	09.40
Evening 1 st Bus		Evening 2 nd Bus	
Station	Departure Time (PM)	Station	Departure Time (PM)
HIPA	5.10	HIPA	5.10
Dhalli by Pass	5.25	Dhalli 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

Note:-The plying of buses on above routes is also subject to required numbers of participants travelling through the above routes.Hence, the participants are requested to make proper enquiry regarding plying of buses either from office or from Driver/ Conductor concerned as per Contact Number given as under:-

1. Sh. Suresh Singh,
Driver, HIPA
Phone No. 9418483976
2. Sh. Jaswant Singh,
Driver, HIPA
Phone No.9882057177
3. Sh Dharam Prakash, Cleaner-cum Conductor HIPA
Phone No. 9817090593
4. Sh. Jagat Pal, Cleaner-cum-Conductor HIPA
Phone No. 8894154234


(Jyoti Rana), HAS
Additional Director,
H.P.Institute of Public Administration
Fairlawns, Shimla-17102.

Contact Next page/-

Endost No. As Above

Dated 17th January, 2023

- Copy to:-
1. The Secretary (Trg.) to the Govt. of H.P. for kind information.
 2. All the Faculty Members/ Course Director/ Officers, HIPA for information.
 3. The Assistant Professor (IT), HIPA with a request to upload in the HIPA Website.
 - ✓ 4. All the Branches, HIPA for information.
 5. All the Drivers/ Cleener-cum-Conductors, HIPA for compliance.
 6. Notice Board, HIPA.


Additional Director,
H.P. Institute of Public Administration
Fairlawns, Shimla-17102.