

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

Fairlawn, Shimla-171012

Dated:

1<sup>st</sup> July, 2023.

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 August and September, 2023.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of August and September, 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 27<sup>th</sup> July, 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://genpms.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.

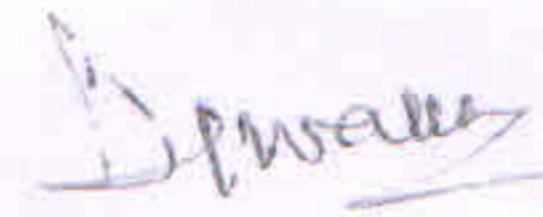
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The nominated officers/officials may please be directed not to bring their personal vehicles during the training programmes due to the shortage of parking space.

As per Department of Personnel, Govt. of H.P. letter No.Per(AP.II)B(3)-10-75-III dated 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,



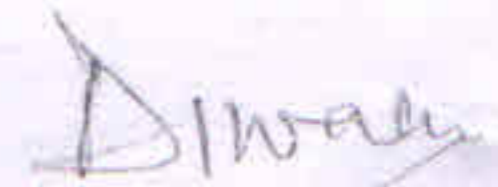
Nodal Officer (Training),  
H.P. Institute of Public Administration,  
Fairlawn, Shimla-171012  
Tel.: 0177-2734666, Fax No.0177-2734679  
E-mail: [hipa-hp@nic.in](mailto:hipa-hp@nic.in)

Dated: 1<sup>st</sup> July, 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.



Nodal Officer(Training),  
H.P. Institute of Public Administration,  
Fairlawn, Shimla-171012

## Training Programmes for the month of August, 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.	e-Office	<ul style="list-style-type: none"> <li>To familiarize the participants with the working of e-office.</li> </ul>	1 days	01.08.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
2.	Office Procedure and Financial Administration	<ul style="list-style-type: none"> <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. To made the participants aware about the procurement procedure in government and inventory management.</li> </ul>	5 days	01.08.2023 to 05.08.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Dinesh Kumar Mob.94180-90803 Sh. Manish Kumar Mob.70181-17478
3.	RTI Act 2005 and Public Service 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> </ul>	2 days	01.08.2023 to 02.08.2023	FAAs, PIOs, s and other officials Dealing with RTI.	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chander Prakash Mob. 94184-04026
4.	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	03.08.2023 to 05.08.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
5.	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	07.08.2023 to 08.08.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
6.	Training Programme on Flood Risk Management	<ul style="list-style-type: none"> <li>Flood, flash flood, deluge, freshet, inundation refer to the overflowing of normally dry areas, often after heavy rains</li> <li>Floods are the most frequent type of natural disaster and occur when an overflow of water submerges land that is usually dry. Floods are often caused by heavy rainfall, rapid snowmelt or a storm surge from a tropical cyclone or tsunami in coastal areas.</li> </ul>	3 days	09.08.2023 to 11.08.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Dinesh Kumar Mob.94180-90803 Sh. Chandermani Mob. 94590-49425
7.	Disciplinary Proceedings/ Conduct Rule/ 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	16.08.2023 to 18.08.2023	Senior and Middle Level Officers of State Government	Sh. Jai Ram Kaushal Mob.70182-95741 Sh. Love Kumar Mob. 98161-56177
8.	e-Office	<ul style="list-style-type: none"> <li>To familiarize the participants with the working of e-office.</li> </ul>	1 days	11.08.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
9.	Manav Sampada (e-Service Book)	<ul style="list-style-type: none"> <li>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.</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	17.08.2023 to 19.08.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
10.	e-Office	<ul style="list-style-type: none"> <li>To familiarize the participants with the working of e-office.</li> </ul>	1 days	19.08.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
11.	Official Communication Skills : 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 per hand book of office procedure.</li> <li>To impart detail knowledge of record keeping and managing files.</li> </ul>	2 days	21.08.2023 to 22.08.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Jai Ram Kaushal Mob.70182-95741 Sh. Love Kumar Mob. 98161-56177
12.	Sevottam for cutting edge level staff	<ul style="list-style-type: none"> <li>Sevottam is a generic framework for achieving excellence in public service delivery and was proposed by the 2nd Administrative Reforms Commission (ARC). It has been developed with the overarching objective of improving the quality of public service delivery in the State.</li> </ul>	3 days	21.08.2023 to 23.08.2023	Non-Gazetted Officials of State Government.	Sh. Dinesh Kumar Mob.94180-90803 Sh. Pankaj Kumar Mob. 96251-85845

13.	RMS for Revenue Department	<ul style="list-style-type: none"> <li>Participants will be able to do the e-court application, create new case, issue summon, order updation working with relief application.</li> </ul>	2 days	25.08.2023 to 26.08.2023	Gazetted and Non-Gazetted Officials of Revenue Department	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
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Training Programmes for the month of September,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.	Effective Office Management	<ul style="list-style-type: none"> <li>To familiarize the participants with the basics features of Communication, Problem-solving, Time management, Work ethic, Leadership, Adaptability, Creativity, Attention to detail.</li> </ul>	2 day	01.09.2023 to 02.09.2023	Gazetted and Non Gazetted Officials of State Government	Sh. Diwaker Sharma Mob. 98823-80623 Sh. Love Kumar Mob. 98161-56177
2.	RTI Act 2005 and Public Service 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> </ul>	2 days	04.09.2023 to 05.09.2023	FAAs, PIOs and other officials Dealing with RTI.	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chander Prakash Mob. 94184-04026
3.	Sevottam for cutting edge level staff	<ul style="list-style-type: none"> <li>Sevottam is a generic framework for achieving excellence in public service delivery and was proposed by the 2nd Administrative Reforms Commission (ARC). It has been developed with the overarching objective of improving the quality of public service delivery in the State.</li> </ul>	3 days	04.09.2023 to 06.09.2023	Non-Gazetted Officials of State Government.	Sh. Dinesh Kumar Mob.94180-90803 Sh. Pankaj Kumar Mob. 96251-85845
4.	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	04.09.2023 to 06.09.2023	Official from Fire, Police, Home Gurards, Civil Defence and NGOs	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
5.	Communication & 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	11.09.2023 to 13.09.2023	Gazetted and Non-Gazetted Officials of Revenue Department	Sh. Diwaker Sharma Mob. 98823-80623 Sh. Love Kumar Mob. 98161-56177
6.	Cyber and Network Security	<ul style="list-style-type: none"> <li>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.</li> </ul>	2 days	11.09.2023 to 12.09.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
7.	Office Procedure and Financial Administration	<ul style="list-style-type: none"> <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. To made the participants aware about the procurement procedure in government and inventory management.</li> </ul>	3 days	11.09.2023 to 15.09.2023	Non-Gazetted Officials of State Government.	Sh. Dinesh Kumar Mob.94180-90803 Sh. Manish Kumar Mob.70181-17478
8.	e-Office	<ul style="list-style-type: none"> <li>To familiarize the participants with the working of e-office.</li> </ul>	1 days	13.09.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
9.	Disciplinary Proceedings/Conduct Rule /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	18.09.2023 to 20.09.2023	Gazetted and Non Gazetted Officials of State Government.	Sh. Jai Ram Kaushal Mob.70182-95741 Sh. Love Kumar Mob. 98161-56177
10.	Manav Sampada (e-Service Book)	<ul style="list-style-type: none"> <li>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.</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	21.09.2023 to 23.09.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
11.	RMS for Revenue Department	<ul style="list-style-type: none"> <li>Participants will be able to do the e-court application, create new case, issue summon, order updation working with relief application.</li> </ul>	2 days	25.09.2023 to 26.09.2023	Gazetted and Non-Gazetted Officials of Revenue Department	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395

12.	Official Communication Skills: 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 per hand book of office procedure.</li> <li>To impart detail knowledge of record keeping and managing files.</li> </ul>	3 days	25.09.2023 to 27.09.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Jai Ram Kaushal Mob.70182-95741 Sh. Love Kumar Mob. 98161-56177
13.	Training of Trainers on Strengthening of Techno Legal Regime to Ensure Structural Safety sponsored by HPSDMA	<ul style="list-style-type: none"> <li>This includes modification in the existing laws, development control rules, and byelaws. The first step in this road map is preparation of Model Town and Country Planning Legislation, Zoning Regulations, Development Control, Building Regulations/Bye-laws.</li> </ul>	3 days	28.09.2023 to 30.09.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Dinesh Kumar Mob.94180-90803 Sh. Chandermani Mob. 94590-49425
14.	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	29.09.2023 to 30.09.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395