

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

Fairlawn, Shimla-171012

Dated:

September, 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 October and November, 2023.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of **October and November, 2023** as per **Annexure-A & B enclosed**. The objectives, duration and dates of these programmes have been indicated in the annexures.

It is 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 September, 2023/25th October, 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 be mentioned compulsorily in the nomination letters. The above instructions may be communicated to the officers/officials who are nominated for training.

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The nominated officers/officials may 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. 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,

(Prashant Sirkek) 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: September, 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 October, 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.	State Level RTI Workshop for FAAs	<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. 	1 days	03.10.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chander Prakash Mob. 94184-04026
2.	Sevottam for cutting edge level staff	<ul style="list-style-type: none"> 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. 	3 days	03.10.2023 to 05.10.2023	Gazetted and Non Gazetted Officials of State Government.	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Pankaj Kumar Mob. 96251-85845
3.	Official 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	05.10.2023 to 07.10.2023	Gazetted and Non Gazetted Officials of State Government.	Sh. Sandeep Sharma Mob.98160-75409 Sh. Love Kumar Mob. 98161-56177
4.	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. 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. 	5 days	09.10.2023 to 13.10.2023	FAAs, PIOs, s and other officials Dealing with RTI.	Sh. Sandeep Sharma Mob.98160-75409 Sh. Jia Lal Kamal Mob. 94185-11282
5.	Basic Computer	<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	11.10.2023 to 13.10.2023	Gazetted and Non Gazetted Officials of State Government	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
6.	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 	2 days	16.10.2023 to 17.10.2023	Gazetted and Non Gazetted Officials of State Government	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan

		available under Windows.				Mob. 70184-01395
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	16.10.2023 to 18.10.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Dinesh Kumar Mob.94180-90803 Sh. Love Kumar Mob. 98161-56177
8.	Communication & 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	19.10.2023 to 21.10.2023	Senior and Middle Level Officers of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Love Kumar Mob. 98161-56177
9.	Sevottam for cutting edge level staff	<ul style="list-style-type: none"> 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. 	3 days	19.10.2023 to 21.10.2023	Non-Gazetted Officials of State Government.	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Pankaj Kumar Mob. 96251-85845
10.	Training Programme on Disaster Risk Reduction	<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	25.10.2023 to 27.10.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Sandeep Sharma Mob.98160-75409 Sh. Chandermani Mob. 94590-49425
11.	Effective Office Management	<ul style="list-style-type: none"> To familiarize the participants with the basics features of Communication, Problem-solving, Time management, Work ethic, Leadership, Adaptability, Creativity, Attention to detail. 	2 days	30.10.2023 to 31.10.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Sharma Mob.98160-75409 Sh. Love Kumar Mob. 98161-56177

Training Programmes for the month of November,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.	Communication & 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 day	01.11.2023 to 03.11.2023	Gazetted and Non Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Love Kumar Mob. 98161-56177
2.	Sevottam for cutting edge level staff	<ul style="list-style-type: none"> 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. 	3 days	02.11.2023 to 04.11.2023	Gazetted and Non Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Pankaj Kumar Mob. 96251-85845
3.	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	03.11.2023 to 04.11.2023	FAAs, PIOs and other officials Dealing with RTI.	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
4.	GeM and e-Procurement	<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	06.11.2023 to 07.11.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
5.	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. 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. 	5 days	06.11.2023 to 10.11.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Sharma Mob.98160-75409 Sh. Jia Lal Kamal Mob.94185-11282
6.	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. 	2 days	06.11.2023 to 07.11.2023	Gazetted and Non-Gazetted Officials of Revenue Department	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chander Prakash Mob. 94184-04026

7.	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	16.11.2023 to 17.11.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Sandeep Sharma Mob.98160-75409 Sh. Love Kumar Mob. 98161-56177
8.	Training Programme on Gender Issues in Disaster Management	<ul style="list-style-type: none"> To acquaint the participants with the Gender equality prevents violence against women and girls. It's essential for economic prosperity. Societies that value women and men as equal are safer and healthier. Gender equality is a human right. To aware the participants of Gender issues include all aspects and concerns related to women's and men's lives and situation in society, to the way they interrelate, their differences in access to and use of resources, their activities, and how they react to changes, interventions and policies. 	3 days	20.11.2023 to 22.11.2023	Non-Gazetted Officials of State Government.	Sh. Sandeep Sharma Mob.98160-75409 Sh. Chandermani Mob. 94590-49425
9.	Manav Sampada (e-Service Book)	<ul style="list-style-type: none"> To familiarize the participants with the working of 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, 	2 days	22.11.2023 to 23.11.2023	Gazetted and Non-Gazetted Officials of State Government.	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
10.	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	28.11.2023 to 30.11.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. Dinesh Kumar Mob.94180-90803 Sh. Love Kumar Mob. 98161-56177
11.	Sevottam for cutting edge level staff	<ul style="list-style-type: none"> 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. 	3 days	28.11.2023 to 30.11.2023	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Pankaj Kumar Mob. 96251-85845