

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

Fairlawn, Shimla-171012

Dated:

October, 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 December, 2023 and January, 2024.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of **December, 2023 and January, 2024** 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 4-5 officers/officials for each training programme. The names of nominated officers/officials for each programme may be uploaded online portal only latest by 25<sup>th</sup> November, 2023/25<sup>th</sup> December, 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 3<sup>rd</sup> 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,

(Sandeep Sharma) HPF&AS  
Asso. 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: October, 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 Annexure in HIPA Website.**

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

Training Programmes for the month of December, 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.	RTI Act 2005 and HP 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	04.12.2023 to 05.12.2023	FAAs, PIOs, s and other officials Dealing with RTI.	Sh. R.S. Kapoor Mob. 98174-57037 Ms. Ranjeeta Kashyap Mob. 82787-51691
2.	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	06.12.2023 to 08.12.2023	Gazetted and Non Gazetted Officials of State Governmen t.	Sh. Sandeep Sharma Mob.98160-75409 Sh. Love Kumar Mob. 98161-56177
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	06.12.2023 to 08.12.2023	Gazetted and Non Gazetted Officials of State Governmen t.	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Pankaj Kumar Mob. 96251-85845
4.	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	11.12.2023 to 13.12.2023	Gazetted and Non Gazetted Officials of State Governmen t.	Sh. Dinesh Sharma Mob.94180-90803 Sh. Love Kumar Mob. 98161-56177
5.	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;</li> </ul>	3 days	14.12.2023 to 16.12.2023	Gazetted and Non Gazetted Officials of State Governmen t.	Sh. Sandeep Kuamr Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395

		upload data, e-mail,				
6.	Office Procedure & 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	18.12.2023 to 22.12.2023	Gazetted and Non Gazetted Officials of State Government	Sh. Sandeep Sharma Mob.98160-75409 Sh. Jia Lal Kamal Mob. 94185-11282
7.	Community Based Disaster Risk Reduction in Association with HPSDMA	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	3 days	27.12.2023 to 29.12.2023	Representatives of different NGOs from H.P.	Sh. Sandeep Sharma Mob.98160-75409 Sh. Chandermani Mob. 94590-49425
8.	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	28.12.2023 to 30.12.2023	Gazetted and Non Gazetted Officials of State Government.	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Pankaj Kumar Mob. 96251-85845

Training Programmes for the month of January,2024 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"> <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 day	01.01.2024 to 05.01.2024	Gazetted and Non Gazetted Officials of State Governme nt	Sh. Sandeep Sharma Mob.98160-75409 Sh. Jia Lal Kamal Mob. 94185-11282
2.	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	01.01.2024 to 03.01.2024	Gazetted and Non Gazetted Officials of State Governmen t.	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Pankaj Kumar Mob. 96251-85845
3.	Official Communication Skills : Noting & 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	09.01.2024 to 11.01.2024	Gazetted and Non Gazetted Officials of State Governmen t.	Sh. Sandeep Sharma Mob.98160-75409 Sh. Love Kumar Mob. 98161-56177
4.	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	16.01.2024 to 18.01.2024	Gazetted and Non-Gazetted Officials of State Governme nt	Sh. Dinesh Sharma Mob.94180-90803 Sh. Love Kumar Mob. 98161-56177
5.	Regional Level Basic and Intermediate Training Programme on Incident Response System	<ul style="list-style-type: none"> <li>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</li> </ul>	3 days	29.01.2024 to 31.01.2024	Gazetted and Non-Gazetted Officials of State Governme nt	Sh. Sandeep Sharma Mob.98160-75409 Sh. Chandermani Mob. 94590-49425

6.	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	30.01.2024 to 31.01.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Ms. Ranjeeta Kashyap Mob. 82787-51691
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