

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

Fairlawn, Shimla-171012

Dated:

3<sup>rd</sup> July, 2024.

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-02.
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, 2024.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of **August and September, 2024** as per list enclosed as **Annexure-'A' & 'B'**. The objectives, duration and dates of these training programmes have been indicated in the said annexures.

It is therefore, requested to nominate **3-4 officers/officials for each training programme**. The names of nominated officers/officials for each training programme may be entered on the online portal of the institute (<https://genpmis.hp.nic.in/>) **latest by 25<sup>th</sup> July, 2024 & 25<sup>th</sup> August, 2024** so that arrangements can be made accordingly. It is further requested that once the officer(s)/official(s) is/are nominated for the training, they should invariably attend the same without fail. However, if the nominated officer(s)/official(s) is/are unable to attend the training programme due to some unavoidable circumstances, a substitute may be deputed to attend the said programme so that the training programme does not remain underutilized and Government money may not go to waste.

Please note that as per Training Policy 2009, those officers/officials may not be nominated, who have already undergone these trainings earlier at HIPA. In addition to this, instructions contained in Annexure-'C' may kindly be adhered to in letter and spirit.

Yours faithfully,



(Prashant Sirkek) HAS  
Additional Director,  
H.P. Institute of Public Administration,  
Fairlawn, Shimla-171012,  
Tel.: 0177-2734666,  
E-mail: [hipa-hp@nic.in](mailto:hipa-hp@nic.in)

Dated:

3<sup>rd</sup> July, 2024.

**Endst .No.: As above**

Copy to:

1. The Secretary (Training) to the Government of Himachal Pradesh, Shimla-171002 with reference to 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**

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## Training Programmes for the month of August, 2024 at HIPA, Fairlawn, Shimla-12

| Sr. No. | Name of the Programme   | Objectives in brief  | Duration | Dates                    | Level of Participants                                     | Course Director/<br>Course Assistant   |
|---------|---|--|----------|--------------------------|---|--|
| 1.      | Training Programme on Sevottam  | <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   | 01.08.2024 to 03.08.2024 | Gazetted and Non-Gazetted Officials of State Government   | Sh. R.S. Kapoor<br>Mob. 98174-57037<br>Sh. Pankaj Kumar<br>Mob. 96251-85839      |
| 2.      | Cyber Security  | <ul style="list-style-type: none"> <li>To equip participants with the knowledge, skills and best practices necessary to secure digital assets, protect against cyber threats and contribute to a resilient and secure organizational environment.</li> </ul>   | 2 days   | 08.08.2024 to 09.08.2024 | Gazetted and Non-Gazetted Officials of State Government   | Sh. Sandeep Kumar<br>Mob. 94182-66344<br>Ms. Teena Chauhan<br>Mob. 70184-01395   |
| 3.      | Computer Course on Word Processing and use of AI (Chatgpt) in official work | <ul style="list-style-type: none"> <li>Enable the participants to edit and format office letters, DO, report etc. using various features of MS-Word.</li> <li>Generate text for various document types, including letters, reports, memos and other official documents using chatgpt.</li> </ul>   | 3 days   | 12.08.2024 to 14.08.2024 | Gazetted and Non-Gazetted Officials of State Government   | Sh. Sandeep Kumar<br>Mob. 94182-66344<br>Ms. Teena Chauhan<br>Mob. 70184-01395   |
| 4.      | Gem & e-Procurement   | <ul style="list-style-type: none"> <li>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 &amp; Services, Receipt of Goods, Bidding and Reverse Auction.</li> </ul>  | 2 days   | 16.08.2024 to 17.08.2024 | Gazetted and Non-Gazetted Officials of State Government   | Sh. Sandeep Kumar<br>Mob. 94182-66344<br>Ms. Teena Chauhan<br>Mob. 70184-01395   |
| 5.      | Communication and 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   | 20.08.2024 to 22.08.2024 | Gazetted and Non-Gazetted Officials of State Government   | Sh. R.S. Kapoor<br>Mob. 98174-57037<br>Sh. Manish Kumar<br>Mob. 70181-17478      |
| 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 and other official documents using chatgpt.</li> </ul>  | 3 days   | 20.08.2024 to 22.08.2024 | Gazetted and Non-Gazetted Officials of State Government   | Sh. Sandeep Sharma<br>Mob. 98160-75409<br>Sh. Chandermani<br>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</li> </ul>   | 3 days   | 20.08.2024 to 22.08.2024 | Gazetted and Non-Gazetted Officials of Revenue Department | Sh. Jai Ram Kaushal<br>Mob. 70182-95741<br>Sh. Jia Lal Kamal<br>Mob. 94185-11282 |
| 8.      | 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   | 22.08.2024 to 23.08.2024 | Gazetted and Non-Gazetted Officials of State Government   | Sh. Kuldeep Singh<br>Mob. 70185-68042<br>Sh. Jia Lal Kamal<br>Mob. 94185-11282   |
| 9.      | 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> <li>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.</li> </ul> | 5 days   | 27.08.2024 to 31.08.2024 | Gazetted and Non-Gazetted Officials of State Government   | Sh. Sandeep Sharma<br>Mob. 98160-75409<br>Sh. Jia Lal Kamal<br>Mob. 94185-11282  |
| 10.     | Computer Course on Manav Sampada (e-Service Book)                           | <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   | 29.08.2024 to 31.08.2024 | Gazetted and Non-Gazetted Officials of State Government   | Sh. Sandeep Kumar<br>Mob. 94182-66344<br>Ms. Teena Chauhan<br>Mob. 70184-01395   |
| 11.     | 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 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> </ul>  | 2 days   | 30.08.2024 to 31.08.2024 | Gazetted and Non-Gazetted Officials of State Government   | Sh. R.S. Kapoor<br>Mob. 98174-57037<br>Sh. Love Kumar<br>Mob. 98161-56177        |



## Training Programmes for the month of September, 2024 at HIPA, Fairlawn, Shimla-12

| Sr. No. | Name of the Programme  | Objectives in brief  | Duration | Dates                       | Level of Participants  | Course Director/<br>Course Assistant   |
|---------|--|--|----------|-----------------------------|--|--|
| 1.      | Disciplinary Proceedings/<br>Conduct Rule<br>/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</li> </ul>   | 3 day    | 02.09.2024 to<br>04.09.2024 | Gazetted and<br>Non-Gazetted<br>Officials of State<br>Government | Sh. Jai Ram Kaushal<br>Mob.70182-95741<br>Sh. Jia Lal Kamal<br>Mob.94185-11282 |
| 2.      | Communication and<br>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   | 04.09.2024 to<br>06.09.2024 | Gazetted and<br>Non-Gazetted<br>Officials of State<br>Government | Sh. R.S. Kapoor<br>Mob. 98174-57037<br>Sh. Manish Kumar<br>Mob. 70181-17478    |
| 3.      | Computer Course on<br>IFMS (Integrated<br>Financial Management<br>System)              | <ul style="list-style-type: none"> <li>To familiarize the participants with the working of all the financial applications of HP Government such as e-salary, e-Pension, e-Vitran, e-Challan, e-Kosh etc.</li> </ul>  | 2 days   | 05.09.2024 to<br>06.09.2024 | Gazetted and<br>Non-Gazetted<br>Officials of State<br>Government | Sh. Sandeep Kumar<br>Mob. 94182-66344<br>Ms. Teena Chauhan<br>Mob. 70184-01395 |
| 4.      | Computer Course on<br>Manav Sampada (e-<br>Service Book)                               | <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   | 09.09.2024 to<br>11.09.2024 | Gazetted and<br>Non-Gazetted<br>Officials of State<br>Government | Sh. Sandeep Kumar<br>Mob. 94182-66344<br>Ms. Teena Chauhan<br>Mob. 70184-01395 |
| 5.      | ToT Programme on<br>Forest Fire Risk<br>Mitigation & Management<br>Sponsored by HPSDMA | <ul style="list-style-type: none"> <li>Use fire as a tool to accomplish resource management objectives of restoring environmental health and ecological integrity. Restore and maintain fire-dependent early succession communities that existed historically. Improve the status of priority wildlife species that benefit from naturally occurring wild land fire.</li> </ul>  | 3 days   | 09.09.2024 to<br>11.09.2024 | Gazetted and<br>Non-Gazetted<br>Officials of State<br>Government | Sh. Sandeep Sharma<br>Mob. 98160-75409<br>Sh. Chandermani<br>Mob. 94590-49425  |
| 6.      | Office Procedure and<br>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> <li>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.</li> </ul> | 5 days   | 09.09.2024 to<br>13.09.2024 | Gazetted and<br>Non-Gazetted<br>Officials of State<br>Government | Sh. Sandeep Sharma<br>Mob. 98160-75409<br>Sh. Jia Lal Kamal<br>Mob.94185-11282 |
| 7.      | Official Communication<br>Skills: Noting and<br>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   | 11.09.2024 to<br>12.09.2024 | Gazetted and<br>Non-Gazetted<br>Officials of State<br>Government | Sh. Kuldeep Singh<br>Mob. 70185-68042<br>Sh. Jia Lal Kamal<br>Mob.94185-11282  |
| 8.      | Sevottam for cutting edge<br>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   | 16.09.2024 to<br>18.09.2024 | Gazetted and<br>Non-Gazetted<br>Officials of State<br>Government | Sh. R.S. Kapoor<br>Mob. 98174-57037<br>Sh. Pankaj Kumar<br>Mob. 96251-85839    |
| 9.      | Computer Course on<br>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   | 23.09.2024 to<br>24.09.2024 | Gazetted and<br>Non-Gazetted<br>Officials of State<br>Government | Sh. Sandeep Kumar<br>Mob. 94182-66344<br>Ms. Teena Chauhan<br>Mob. 70184-01395 |
| 10.     | RTI Act 2005 and HP<br>Public Service Guarantee<br>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 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> </ul>  | 2 days   | 26.09.2024 to<br>27.09.2024 | Gazetted and<br>Non-Gazetted<br>Officials of State<br>Government | Sh. R.S. Kapoor<br>Mob. 98174-57037<br>Sh. Love Kumar<br>Mob. 98161-56177      |