

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

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.

Fairlawn, Shimla-171012

Dated: September, 2024.

**Subject: Training Bulletin for the conduct of Training Programmes at HIPA during the month of October and November, 2024.**

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of **October and November, 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> September, 2024 & 25<sup>th</sup> October, 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)**

**Endst .No.: As above**

**Dated: September,2024.**

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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**Institute for attending the training programmes. The Course Directors will ensure the adherence to the SOPs issued by the State Government and Govt. of India from time to time.**

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, 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.	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 day	03.10.2024 to 05.10.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
2.	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	07.10.2024 to 09.10.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chandermani Mob. 94590-49425
3.	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	07.10.2024 to 11.10.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Sharma Mob. 98160-75409 Sh. Jia Lal Kamal Mob.94185-11282
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</li> </ul>	3 days	14.10.2024 to 16.10.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Jai Ram Kaushal Mob.70182-95741 Sh. Jia Lal Kamal Mob.94185-11282

5.	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	18.10.2024 to 19.10.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Jia Lal Kamal Mob.94185-11282
6.	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	18.10.2024 to 19.10.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
7.	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	21.10.2024 to 23.10.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chandermani Mob. 94590-49425
8.	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	28.10.2024 to 29.10.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chandermani Mob. 94590-49425
9.	Training Programme on Disaster Risk Reduction	<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	28.10.2024 to 30.10.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Sharma Mob. 98160-75409 Sh. Chandermani Mob. 94590-49425

Training Programmes for the month of November, 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.	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	04.11.2024 to 06.11.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chandermani Mob. 94590-49425
2.	Training Programme on Gender Issues in Disaster Management	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> </ul>	3 days	04.11.2024 to 06.11.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Sharma Mob. 98160-75409 Sh. Chandermani Mob. 94590-49425
3.	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	04.11.2024 to 08.11.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Sharma Mob. 98160-75409 Sh. Jia Lal Kamal Mob.94185-11282
4.	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</li> </ul>	2 days	11.11.2024 to 12.11.2024	Gazetted and Non-Gazetted	Sh. Kuldeep Singh Mob. 70185-68042

		<p>&amp; Drafting skills per hand book of office procedure.</p> <ul style="list-style-type: none"> <li>• To impart detail knowledge of record keeping and managing files.</li> </ul>			Officials of State Government	Sh. Jia Lal Kamal Mob.94185-11282
5.	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	11.11.2024 to 13.11.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
6.	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	12.11.2024 to 14.11.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chandermani Mob. 94590-49425
7.	ToT on Flash Flood & Cloud Burst Mitigation	<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	18.11.2024 to 20.11.2024	Gazetted and Non-Gazetted Officials of Revenue Department	Sh. Sandeep Sharma Mob. 98160-75409 Sh. Chandermani Mob. 94590-49425
8.	Computer Course on IFMS (Integrated Financial Management 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 as e-salary, e-Pension, e-Vitran, e-Challan, e-Kosh etc.</li> </ul>	2 days	21.11.2024 to 22.11.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar 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</li> </ul>	3 days	25.11.2024 to 27.11.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Jai Ram Kaushal Mob.70182-95741 Sh. Jia Lal Kamal Mob.94185-11282

10.	State Level Workshop for FAAs	RTI	<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>	1 days	28.11.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chandermani Mob. 94590-49425
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**Annexure-'C'**

1. 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/>).
2. Please nominate officers well in time and intimate HIPA about it as well. 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.
3. 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.
4. 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.
5. 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. In view of the instruction issued by 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,
6. 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.
7. The Institute also plies its buses in the morning and evening on training days as per latest schedule available on the website.