

**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:

November, 2024.

**Subject: Training Bulletin for the conduct of Training Programmes at HIPA during the month of December, 2024 and January, 2025.**

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of **December, 2024 and January, 2025** 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> November, 2024 & 25<sup>th</sup> December, 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:**

**November,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 13.11.2019 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. 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 December, 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 Power Point	<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>	2 day	02.12.2024 to 03.12.2024	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	02.12.2024 to 04.12.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chandermani Mob. 94590-49425
3.	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	09.12.2024 to 11.12.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chandermani Mob. 94590-49425
4.	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> <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	09.12.2024 to 13.12.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Sharma Mob. 98160-75409 Sh. Jia Lal Kamal Mob.94185-11282
5.	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	11.12.2024 to 13.12.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Jai Ram Kaushal Mob.70182-95741 Sh. Jia Lal Kamal Mob.94185-11282

6.	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	26.12.2024 to 28.12.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Sharma Mob. 98160-75409 Sh. Chandermani Mob. 94590-49425
7.	Official Communication Skills : Noting and Drafting	<ul style="list-style-type: none"> <li>• To improve performance and understanding 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	30.12.2024 to 31.12.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Jia Lal Kamal Mob.94185-11282
8.	State Level RTI Workshop for Nodal Officers	<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	31.12.2024	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chandermani Mob. 94590-49425

Training Programmes for the month of January, 2025 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 and Presentation Skills	<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	02.01.2025 to 04.01.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chandermani Mob. 94590-49425
2.	Official Communication Skills : Noting & Drafting	<ul style="list-style-type: none"> <li>To improve performance and understanding 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	06.01.2025 to 07.01.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Jia Lal Kamal Mob.94185-11282
3.	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	06.01.2025 to 08.01.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Sharma Mob. 98160-75409 Sh. Chandermani Mob. 94590-49425
4.	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	06.01.2025 to 08.01.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chandermani Mob. 94590-49425
5.	Training Programme on the Provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and redressal) Act, 2013 (POSH Act)	<ul style="list-style-type: none"> <li>The internal committee members will be trained on their roles and responsibilities through a comprehensive learning module specifically designed for them.</li> </ul>	2 days	16.01.2025 to 17.01.2025	Chairpersons and Committee Members of the internal committee (Sexual Harassment)	Sh. Dinesh Sharam Mob. 94180-90803 Sh. Love Kumar Mob. 9816156177
6.	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	16.01.2025 to 18.01.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Jai Ram Kaushal Mob.70182-95741 Sh. Jia Lal Kamal Mob.94185-11282
7.	Training Programme on the Provisions of Sexual Harassment of Women at Workplace (Prevention, Prohibition and redressal) Act, 2013 (POSH Act)	<ul style="list-style-type: none"> <li>The internal committee members will be trained on their roles and responsibilities through a comprehensive learning module specifically designed for them.</li> </ul>	2 days	30.12.2024 to 31.12.2024	Chairpersons and Committee Members of the internal committee (Sexual Harassment)	Sh. Dinesh Sharam Mob. 94180-90803 Sh. Love Kumar Mob. 9816156177

8.	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	27.01.2025 to 29.01.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chandermani Mob. 94590-49425
9.	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> <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	27.01.2025 to 31.01.2025	Gazetted and Non-Gazetted Officials of Revenue Department	Sh. Sandeep Sharma Mob. 98160-75409 Sh. Jia Lal Kamal Mob.94185-11282
10.	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	30.01.2025 to 31.01.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Sh. Chandermani Mob. 94590-49425

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.