

**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:

December, 2024.

Subject: Training Bulletin for the conduct of Training Programmes at HIPA during the month of February, 2025 and March, 2025.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of **February, 2025 and March, 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 25th January, 2025 & 25th February, 2025** 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

Endst .No.: As above

Dated:

December,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**

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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 February, 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.	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"> The internal committee members will be trained on their roles and responsibilities through a comprehensive learning module specifically designed for them. 	2 days	03.02.2025 to 04.02.2025	Chairpersons and Committee Members of the internal committee (Sexual Harassment)	Ms. Kiran Kumari Mob. 75909-69809 Sh. Lakshay Kumar Mob. 94183-52977
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 day	03.02.2025 to 05.02.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Ms. Diksha Mob. 75600-71404
3.	Office Procedure & 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. 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. 	5 days	03.02.2025 to 07.02.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Jia Lal Kamal Mob.94185-11282
4.	Official Communication Skills : Noting & Drafting	<ul style="list-style-type: none"> To improve performance and understanding 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	10.02.2025 to 11.02.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Jia Lal Kamal Mob.94185-11282
5.	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/ 	3 days	13.02.2025 to 15.02.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Rahul Lamba Mob. 94181-55252 Sh. Monaj Kumar Mob. 98053-92308

		Entitlements, Suspension & Reinstatement, Framing of Charge Sheet & Holding of Departmental				
6.	Communication and 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	13.02.2025 to 15.02.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Vishal Raguvanshi Mob. 94184-52587 Ms. Sonal Thakur Mob. 94598-76292
7.	RTI Act 2005 and HP 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 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. 	2 days	17.02.2025 to 18.02.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Ms. Diksha Mob. 75600 71404
8.	Disaster Risk Reduction	<ul style="list-style-type: none"> • Disaster Risk Reduction (DRR) aims to prevent new and reduce existing disaster risks and to contribute to strengthening resilience. 	3 days	18.02.2025 to 20.02.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Love Kumar Mob. 9816156177
9.	Training Programme on Sevottam	<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	27.02.2025 to 01.03.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Ms. Diksha Mob. 75600 71404

Training Programmes for the month of March, 2025 at HIPA, Fairlawm, 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"> 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	03.03.2025 to 05.03.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. R.S. Kapoor Mob. 98174-57037 Ms. Diksha Mob. 75600 71404
2.	Office Procedure & 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. 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. 	5 days	03.03.2025 to 07.03.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Jia Lal Kamal Mob.94185-11282
3.	Official Communication Skills: Noting & Drafting	<ul style="list-style-type: none"> To improve performance and understanding 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	04.03.2025 to 05.03.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Jia Lal Kamal Mob.94185-11282
4.	Communication and 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	10.03.2025 to 12.03.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Vishal Raguvanshi Mob. 94184-52587 Ms. Sonal Thakur Mob. 94598-76292
5.	RTI Act 2005 and HP 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 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. 	2 days	17.03.2025 to 18.03.2025	Chairpersons and Committee Members of the internal committee (Sexual Harassment)	Sh. R.S. Kapoor Mob. 98174-57037 Ms. Diksha Mob. 75600 71404

6.	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 	3 days	18.03.2025 to 20.03.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Rahul Lamba Mob. 94181-55252 Sh. Monaj Kumar Mob. 98053-92308
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"> The internal committee members will be trained on their roles and responsibilities through a comprehensive learning module specifically designed for them. 	2 days	20.03.2025 to 21.03.2025	Chairpersons and Committee Members of the internal committee (Sexual Harassment)	Ms. Kiran Kumari Mob. 75909-69809 Sh. Lakshay Kumar Mob. 94183-52977
8.	Training Programme on Landslide Risk Mitigation and Management.	<ul style="list-style-type: none"> Risk assessment Early warning systems Infrastructure planning Community awareness 	3 days	24.03.2025 to 26.03.2025	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Love Kumar Mob.9816156177
9.	Training Programme on Sevottam	<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	24.03.2025 to 26.03.2025	Gazetted and Non-Gazetted Officials of Revenue Department	Sh. R.S. Kapoor Mob. 98174-57037 Ms. Diksha Mob. 75600 71404

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 3rdAugust, 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.