

No-HIPA (Trg.) C-17/2017  
H.P. Institute of Public Administration  
Government of Himachal Pradesh

From

Additional Chief Secretary (Training) to the  
Government of Himachal Pradesh

To

1. All the Head of Departments
2. All the DCs

Dated: Fairlawn, Shimla-12. the 22 June, 2017

**Subject:** VC based Distance Learning Facility at Block Development Offices  
and two PRTIs for training of field level officials/officers.

Madam/Sir,

As you are aware that VC based Distance Learning Facility has been established by HP Institute of Public Administration which is available at all the Block Development Offices and two Panchayati Raj Training Institute at Mashobra and Baijnath. In this context, it has been decided that the facility may be utilized for extensive training of officers and officials close to their work place so that all the officials can attend the training on VC in the BDO offices. The arrangement for the training on VC have been planned as under:

- I. The VC based training will take place 5 days a week on working days for half day except Saturday as per the schedule given below:

Session	Time	Queries
I	10:30 AM to 11:30 AM	11:30AM to 12:00 Noon
II	12:00 Noon to 1:00 PM	1:00 PM to 1:30 PM

- II. The themes of the training will include the topics given below:
  - Right to Information Act & Rules
  - Office Procedure & Financial Administration
  - Public Service Guarantee Act
  - Rural Development
  - Panchayati Raj
  - Disaster Management
  - Basic computer training including Word, Excel, Power Point etc.
  - SEVOTTAM trainings
  - Financial Management
  - Success Stories
  - Departmental Exam related training
  - Sustainable Development Goals
  - Audio Visual guidelines of different schemes & programmes

- III. Besides this, the significant training programmes organized by NIRD&PR or other prestigious institutions will also be telecasted for wider coverage and benefit.
- IV. The schedule of such trainings will be hosted on HIPA website two weeks prior for the convenience of nominating officers from different departments and districts.
- V. The nomination form will also be hosted on the website to facilitate the nomination of officials which can be handed over to the computer operator/officials in BDO office for attending the training.
- VI. It is proposed to start the trainings from 15<sup>th</sup> July, 2017 and schedule of first week will be available on 1<sup>st</sup> July, 2017 on the website.

In the light of the above proposal, it is requested to avail the benefit of training and consider nomination of officers and officials on VC at your nearest BDO office for these trainings. The relevant themes as per the requirement may also be suggested for inclusion into the proposed trainings.

Yours faithfully,

*A. Mehra*  
Additional Chief Secretary (Training) to the  
Government of Himachal Pradesh

Endst No. As above      Dated <sup>27</sup> June, 2017

Copy forwarded to:

1. All the Administrative Secretaries to the Govt. of H.P.
2. The Director, HP Institute of Public Administration, Fairlawn, Shimla-12

*A. Mehra*  
Additional Chief Secretary (Training) to the  
Government of Himachal Pradesh

TIME BOUND

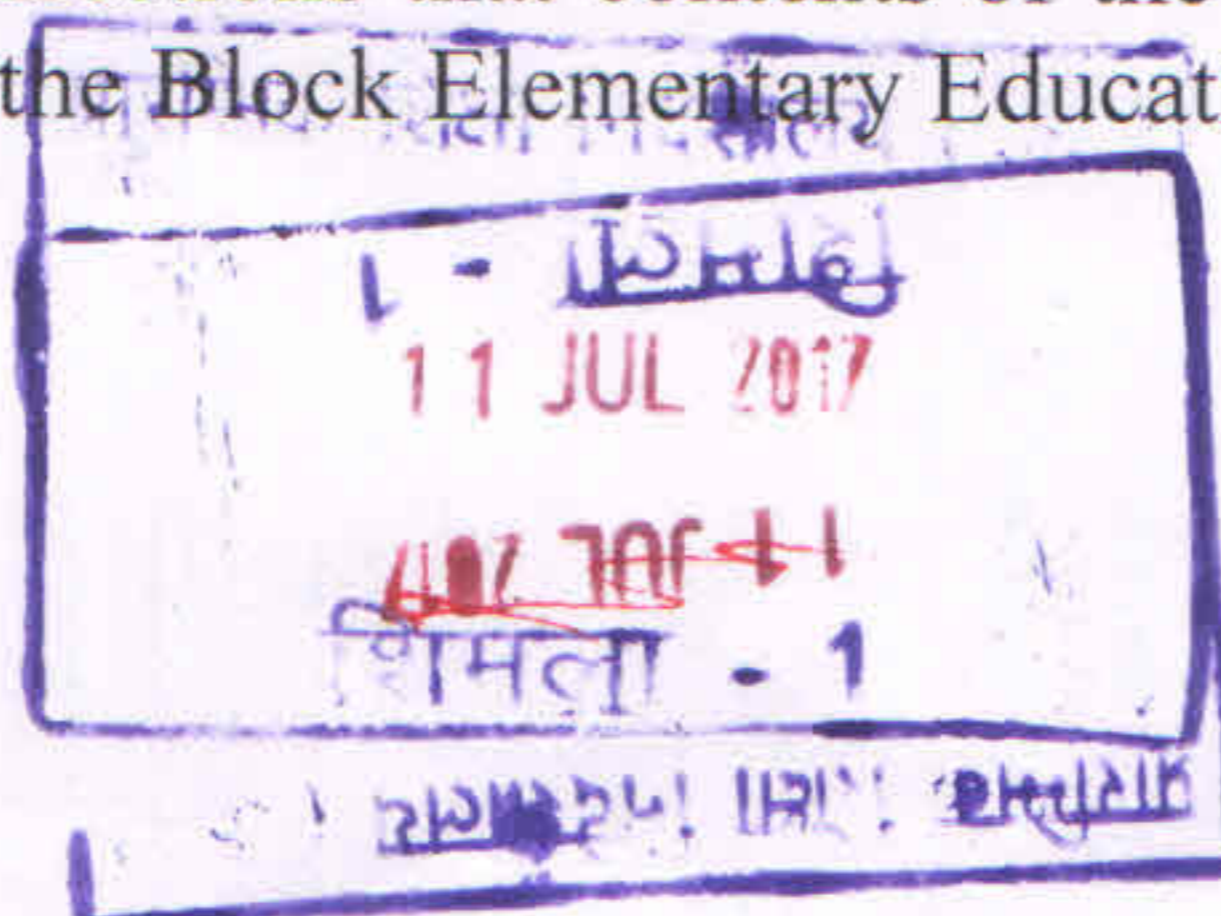
Directorate of Elementary Education  
Himachal Pradesh, Lalpani, Shimla-1

Endst.No EDN-H(Ele.)(1)D-7/97-2011-12-HIPA

Dated : 11<sup>th</sup> July, 2017

Copy to:-

All the Dy.Directors of Elementary Education in Himachal Pradesh with the directions that contents of the aforesaid letter may be brought in to the notice of all the Block Elementary Education Officers under their control, immediately.



*[Signature]*  
Joint Director (Admn.)