

No. Per (SAS-I) B (12)-1/2008-L
Government of Himachal Pradesh
Department of Personnel

From

The Secretary (SA) to the
Govt. of Himachal Pradesh.

To

The Director,
H.P. Institute of Public Administration,
Fairlawns, Shimla-171012.


Dated Shimla-171002, the 9 July, 2015.

Subject: - Training Bulletin for conduct of Training Programmes at HIPA during the month of August, 2015.

Sir,

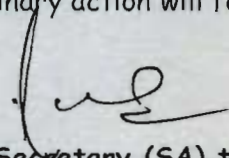
I am directed to refer to your letter no. HIPA (Trg.)-G-15/04-XII dated 4th June, 2015 on the subject cited above and to say that the officers/officials of H.P. Secretariat as shown in the enclosed Annexure are nominated for the training programmes.

Yours faithfully,


Under Secretary (SA) to the
Government of Himachal Pradesh.

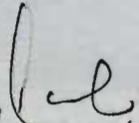
Endst. No. as above Dated Shimla-2, the 9 July, 2015.
Copy is forwarded for information and necessary action:-

1. The Additional Chief Secretary (Training) to the Govt. of H.P.
2. The Additional Director, H.P. Institute of Public Administration, Fairlawns, Shimla-12 w.r.t. his letter as referred above.
3. All Branch Officers concerned. They will ensure that the Officers deputed for training are relieved and no leave is granted to concern officers/officials during the period of training, failing which disciplinary action will follow.
4. The concerned Officers for strict compliance.


Under Secretary (SA) to the
Government of Himachal Pradesh.

Annexure-A

Name of the Programme	Dates	Name & Designation of the Officer/official sponsored S/Sh./Smt.
Right to information Act, 2005	03.08.15 to 05.08.15 (3 days)	Sh. Dharam Pal, SO, - Forest-B Sh. Pyare Lal, Supdt,- U.D.
Right to information Act, 2005	17.08.15 to 19.08.15 (3 days)	Sh. Sushil Kumar, Supdt- Home-B Sh. Vidya Chand , Sr. Asstt-SAS-I
Right to information Act, 2005	31.08.15 to 02.09.15 (3 days)	Sh. Raj Kumar, SO- Fin (IF Cell) Sh. Abhijit Ghatak, Supdt (EC)-R&I-II
Office Procedure & Financial Administration	03.08.15 to 07.08.15 (5 days)	Sh. Tek Chand Goswani, SO- I&PH -B Sh. Pawan Kumar, Supdt- Forest-A
Office Procedure & Financial Administration	17.08.15 to 21.08.15 (5 days)	Sh. Sanjay Chauhan, SO- E&T Smt. Sudesh Bhardwaj, Supdt- Per-II
Noting and Drafting	10.08.15 to 12.08.15 (3 days)	Sh. Anil Ramolta, Jr. Asstt,- R&I-II Sh. Sunil Mehta, Clerk - SAS-I
Course on IT for Effective Office Management	10.08.15 to 11.08.15 (2 days)	Sh. Kumar Chand, Supdt- SA-Acctt-II Sh. Jeet Ram, Supdt (EC)- Agri-A
Course on IT for Effective Office Management	24.08.15 to 26.08.15 (2 days)	Smt. Meena Sharma, SO- CM-C Smt. Anjana Kuamri, Supdt- SAS-I
Disciplinary Proceedings/Conduct Rules/Departmental Enquiry	24.08.15 to 26.08.15 (3 days)	Sh. Ved Prakash, Supdt, Sainik Welfare Sh. Puneet Seth. Supdt, Commr, deptt. Enq.


 Under Secretary (SA) to the
 Government of Himachal Pradesh

152

TIMINGS OF BUSES

Morning 1 st Bus		Morning 2 nd Bus	
Station	Departure Time (AM)	Station	Departure Time (AM)
HIPA	8.20	HIPA	8.20
Dhalli	8.25	Dhalli	8.25
Sanjauli	8.35	Auckland Tunnel	8.35
Chhota Shimla	8.45	Victory Tunnel	8.45
Talland	8.55	Boileauganj Crossing	8.55
Khallini	9.00	ISBT & Back	9.05
BCS	9.10	Boileauganj Crossing	9.15
Panthaghati	9.20	103 Tunnel	9.20
Mehli	9.25	Victory Tunnel	9.25
Kasumpti	9.30	Auckland Tunnel	9.30
Chhota Shimla	9.35	Dhalli By Pass	9.40
Sanjauli Tunnel	9.45	Arrival at HIPA	9.50
Dhalli	9.50		
Arrival at HIPA	9.55		
Evening 1 st Bus		Evening 2 nd Bus	
Station	Departure Time (PM)	Station	Departure Time (PM)
HIPA	5.10	HIPA	5.10
Dhalli by Pass	5.25	Dhalli by Pass	5.25
Sanjauli Chowk	5.30	Auckland Tunnel	5.30
Chhota Shimla	5.40	Victory Tunnel	5.40
Kasumpti	5.43	Tunnel 103	5.45
Panthaghati	5.45	Boileauganj Crossing	5.50
Mehli	5.47	ISBT & Back	6.00
Vikasnagar	5.55	Boileauganj Crossing	6.05
BCS	5.58	Victory Tunnel	6.15
Talland	6.05	Auckland Tunnel	6.28
Chhota Shimla	6.15	Dhalli By Pass	6.35
Sanjauli	6.25	Arrival HIPA	5.40
Dhalli By Pass	6.35		
Arrival HIPA	6.40		

Training Programmes for the Month of June, 2015

Sr. No.	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director
1.	Disciplinary Proceedings/ Conduct Rules/ 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 Enquiry, Imposition of Penalties, Review & Appeal) and (People with Disability) PWD Act, 1995 	3 days	01.06.2015 to 03.06.2015	Gazetted officers of State Government Departments	Sh. V. B. Lalit, 98055-00011 Sh. Jia Lal
2.	Communication & Presentation Skill	<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. To acquaint them with the (People with Disability) PWD Act, 1995 	3 days	04.06.2015 to 06.06.2015	Gazetted officers of State Government Departments	Sh. V. B. Lalit, 98055-00011 Sh. Jia Lal
3.	Service Delivery & Citizen Charter under Sevottam	<ul style="list-style-type: none"> To identify the need of Public Service Delivery. To create awareness among the participants for time bound Service Delivery to Citizens and to maintain consistency and excellence in public service delivery. To enhance the capability of participants to formulate "Sevottam" Compliant Citizens Charter through consultative and participatory approach. To enable the participants to explain the importance of Good Governance and to ensure quality services in time bound manner. 	3 days	01.06.2015 to 03.06.2015	Senior and Middle level officers of State Govt. Departments	Sh. H. K. Sharma 93185-02508/ Sh. Suresh
4.	Office Procedure and Financial Administration	<ul style="list-style-type: none"> To make the participant aware of Indian Financial Administration System, Centre-State Financial Relations and Resource Sharing, Budgeting and Accounting in govt., Stores Management in Govt., Financial Control system in Government, Parliamentary Financial Control and to equip the participants with Service Rules and PWD (People with Disability) Act. 	5 Days	08.06.2015 to 12.06.2015	Gazetted officers of State Government Departments	Sh. D. R. Negi, 94183-96151/ Sh. Gagan Chauhan