

No. HIPA (Trg.)G-15/2004-XVI  
Department of Training & Foreign Assignment  
Dr. M.S.H.P. Institute of Public Administration

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. All the Registrar of Central/State Universities of H.P.
6. The Secretary, H.P. Public Service Commission, Nigam Vihar, Shimla-02.
7. The Special Secretary (SA) to the Govt. of H.P., Shimla-2.
8. The Secretary, H. P. Vidhan Sabha, Shimla-171004.

Fairlawn, Shimla-171012

Dated:

May, 2026.

**Subject:** Training Bulletin for the conduct of Training Programmes at MSHIPA during the month of June, 2026 and July, 2026.

Sir/Madam,

The Dr. Manmohan Singh Himachal Pradesh Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes during the month of **June,2026 and July,2026** 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> May, 2026 & 25<sup>th</sup> June, 2026** 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 MSHIPA.** In addition to this, instructions contained in **Annexure-'C'** may kindly be adhered to in letter and spirit.

Yours faithfully,

(Rupali Thakur) IAS  
Director,  
Dr. Manmohan Singh,  
H.P. Institute of Public Administration,  
Fairlawn, Shimla-171012,  
Tel.: 0177-2734777,  
E-mail: [hipa-hp@nic.in](mailto:hipa-hp@nic.in)

**Endst .No.: As above**

**Dated:**

**May,2026.**

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 MSHIPA Website.**

**Director,  
Dr. Manmohan Singh,  
H.P. Institute of Public Administration,  
Fairlawn, Shimla-171012.**

## Training Programmes for the month of June,2026 at HIPA, Fairlawn, Shimla-12

Sr. No.	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
1.	Salary and Pension Processing System	<ul style="list-style-type: none"> <li>The main objective of this programmes is to automate, streamline, and secure the calculation and disbursement of employee salaries and retiree benefits. It aims to enhance accuracy, transparency, and efficiency while reducing manual errors and processing delays.</li> </ul>	1 day	01.06.2026	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 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	01.06.2026 to 03.06.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Abhishek Thakur Mob. 78079-28736 Ms. Diksha Mob. 75600-71404
3.	Multi-Hazard Early Warning Systems & EOC Operations	<ul style="list-style-type: none"> <li>The primary objective of Multi-Hazard Early Warning Systems (MHEWS) and Emergency Operations Centre (EOC) operations is to save lives, protect livelihoods, and minimize damage to assets and infrastructure by translating timely, accurate, and impact-based forecasts into proactive, localized action</li> </ul>	5 days	01.06.2026 to 05.06.2026	Gazetted and Non-Gazetted Officials of State Government	Dr. Khyal Chand Mob. 88949-30726 Sh. Love Kumar Mob.9816156177
4.	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 days	04.06.2026 to 06.06.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
5.	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	05.06.2026 to 06.06.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Abhishek Thakur Mob. 78079-28736 Ms. Diksha Mob. 75600-71404
6.	Psychological First Aid & Stress Management in DRR	<ul style="list-style-type: none"> <li>The programmes aim to provide immediate, humane, and practical support to people suffering from severe crisis events. Unlike counseling, these strategies focus on stabilizing individuals and preventing long-term mental health consequences by addressing acute stress reactions within hours or days of a disaster.</li> </ul>	2 days	08.06.2026 to 09.06.2026	Gazetted and Non-Gazetted Officials of State Government	Dr. Khyal Chand Mob. 88949-30726 Sh. Love Kumar Mob.9816156177
7.	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</li> </ul>	5 days	08.06.2026 to 12.06.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Jia Lal Kamal Mob.94185-11282

		<p>applicable in government offices.</p> <ul style="list-style-type: none"> <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>				
8.	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	18.06.2026 to 20.06.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Abhishek Thakur Mob. 78079-28736 Ms. Sonal Thakur Mob. 94598-76292
9.	Landslide & Road Blockage Response	<ul style="list-style-type: none"> <li>• The primary objective of a Landslide and Road Blockage Response Programme is to minimize loss of life, injuries, and property damage while ensuring the rapid restoration of essential road connectivity.</li> </ul>	3 days	18.06.2026 to 20.06.2026	Gazetted and Non-Gazetted Officials of State Government	Dr. Khyal Chand Mob. 88949-30726 Sh. Love Kumar Mob.9816156177
10.	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>	3 days	18.06.2026 to 20.06.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Amit Bhardwaj Mob. 85806-46544 Sh. Jia Lal Kamal Mob.94185-11282
11.	Computer Course on Manav Sampada (E-Service Book)	<ul style="list-style-type: none"> <li>• To familiarize the participants with the working of e-applications such as e-service book, MIS reporting and mobile applications.</li> </ul> <p>To impart them necessary skills to work with various features of these applications so that they will be able to access/update information efficiently..</p>	3 days	18.06.2026 to 20.06.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
12.	Relief Distribution & Transparency	<ul style="list-style-type: none"> <li>• A one-day Relief Distribution &amp; Transparency programme aims to rapidly deliver essential supplies while establishing trust through open, accountable processes. It focuses on meeting immediate needs (food, water, medicine) and ensures aid reaches the most vulnerable without mismanagement</li> </ul>	1 days	22.06.2026	Gazetted and Non-Gazetted Officials of State Government	Dr. Khyal Chand Mob. 88949-30726 Sh. Love Kumar Mob.9816156177
13.	Compute Course on Excel	<ul style="list-style-type: none"> <li>• To familiarize and apprise the participants with the basics of computer application on excel and to impart them necessary skills to work on office automation, tools available under Windows.</li> </ul>	2 days	22.06.2026 to 23.06.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395

14.	CCS (Conduct Rules) 1964 & Procedure of Disciplinary Proceedings under CCS(CCA) Rules 1965	<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 Enquiry, Imposition of Penalties.</li> </ul>	3 days	22.06.2026 to 24.06.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Amit Bhardwaj Mob. 85806-46544 Ms. Sonal Thakur Mob. 94598-76292
15.	Training Programme on Sevottam for Good Governance	<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	22.06.2026 to 24.06.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Abhishek Thakur Mob. 78079-28736 Ms. Diksha Mob. 75600-71404
16.	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	24.06.2026 to 25.06.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395

## Training Programmes for the month of July, 2026 at HIPA, Fairlawn, Shimla-12

Sr. No.	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
1.	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 day	06.07.2026 to 10.07.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Kuldeep Singh Mob. 70185-68042 Sh. Jia Lal Kamal Mob.94185-11282
2.	Monsoon Emergency Response & Shelter Management	<ul style="list-style-type: none"> <li>The primary objective of a Monsoon Emergency Response &amp; Shelter Management programme is to save lives, minimize suffering, and protect livelihoods by ensuring a rapid, coordinated, and efficient response to monsoon-related disasters like floods and landslides</li> </ul>	3 days	07.07.2026 to 09.07.2026	Gazetted and Non-Gazetted Officials of State Government	Dr. Khyal Chand Mob. 88949-30726 Sh. Love Kumar Mob.9816156177
3.	Computer Course on Power Point	<ul style="list-style-type: none"> <li>To familiarize the participants with the basics of presentation programme and to impart them necessary skills to work with various features of Power Point Application.</li> </ul>	2 days	13.07.2026 to 14.07.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
4.	Higher Education Institutional Safety Audit & DRR Education	<ul style="list-style-type: none"> <li>The primary objective of a Higher Education Institutional Safety Audit and Disaster Risk Reduction (DRR) Education programme is to build a culture of safety, resilience, and preparedness within university campuses and surrounding communities. It aims to transition from reactive crisis management to a proactive approach that protects lives, assets, and academic continuity</li> </ul>	5 days	13.07.2026 to 17.07.2026	Gazetted and Non-Gazetted Officials of State Government	Dr. Khyal Chand Mob. 88949-30726 Sh. Love Kumar Mob.9816156177
5.	Training Programme on Sevottam for Senior and Middle Level Officers	<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	16.07.2026 to 18.07.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Abhishek Thakur Mob. 78079-28736 Ms. Diksha Mob. 75600-71404
6.	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>	3 days	16.07.2026 to 18.07.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Amit Bhardwaj Mob. 85806-46544 Sh. Jia Lal Kamal Mob.94185-11282

7.	E-Governance Services in HP-e-office, Him Access, APAR, CM Helpline, Aadhar, NESDA Framework, UI/UX, DPDP Act	<ul style="list-style-type: none"> <li>This training programme aims to enhance participants' understanding of key e-Governance platforms such as HP e-Office, HimAccess, APAR, CM Helpline, Aadhaar, and the National e-Governance Service Delivery Assessment framework. It focuses on strengthening digital service delivery through improved UI/UX practices while ensuring data privacy compliance under the Digital Personal Data Protection Act, 2023. The programme promotes transparency, efficiency, accountability and citizen-centric governance.</li> </ul>	2 days	17.07.2026 to 18.07.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
8.	State Level RTI Workshop for Nodal Officer	<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>	1 days	20.07.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Abhishek Thakur Mob. 78079-28736 Ms. Diksha Mob. 75600-71404
9.	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 days	20.07.2026 to 22.07.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
10.	Computer Course on IFMS (Integrated Financial Management System)	<ul style="list-style-type: none"> <li>To familiarize the participants with various IT tools that help them perform their office work efficiently.</li> <li>To impart necessary skills to work with the use of e-office include improving efficiency, speed, and quality of work</li> </ul>	2 days	23.07.2026 to 24.07.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395
11.	CCS (Conduct Rules) 1964 & Procedure of Disciplinary Proceedings under CCS(CCA) Rules 1965	<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 Enquiry, Imposition of Penalties.</li> </ul>	3 days	27.07.2026 to 29.07.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Amit Bhardwaj Mob. 85806-46544 Ms. Sonal Thakur Mob. 94598-76292
12.	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	29.07.2026 to 31.07.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Abhishek Thakur Mob. 78079-28736 Ms. Sonal Thakur Mob. 94598-76292
13.	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> </ul>	2 days	30.07.2026 to 31.07.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Abhishek Thakur Mob. 78079-28736 Ms. Diksha Mob. 75600-71404

		<ul style="list-style-type: none"> <li>• To motivate participants to make ethical discussions &amp; bring certain positive changes in one's life.</li> </ul>				
14.	Cyber Security	<ul style="list-style-type: none"> <li>• To equip participants with the knowledge, skills and best practices necessary to secure digital assets, protect against cyber threats and contribute to a resilient and secure organizational environment.</li> </ul>	2 days	30.07.2026 to 31.07.2026	Gazetted and Non-Gazetted Officials of State Government	Sh. Sandeep Kumar Mob. 94182-66344 Ms. Teena Chauhan Mob. 70184-01395

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 MSHIPA about it as well. It has also been observed that the participants are often nominated at the last stage without any information to MSHIPA. 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 MSHIPA about it as well.
3. No family member(s) etc. of participants are allowed to stay in MSHIPA 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 are expected to wear official/formal dress while coming to this Institute for attending the training programmes.
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.