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REGISTERED PSOT

No. EDN-HE (21) B (15)04/2018-HIPA-Trg.-

Directorate of Higher Education

Himachal Pradesh

Telephone Number: 0177-2653120 Extension: 234 Fax: 0177-2812882

E-mail: dir.edu@rediffmail.com & genbr@rediffmail.com

Dated: Shimla-171001

the July, 2018

From: The Director of Higher Education
Himachal Pradesh

To: All the Deputy Directors of Higher Education
in Himachal Pradesh

Subject: - Training Bulletin for the conduct of training programmes during the month of August, 2018 at HIPA, Fairlawn's Shimla.



The Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is going to organize various training programmes during the month of August, 2018 at its Institute and sufficient slots have been allotted to the Department of Higher Education and requested to depute 5-6 Officers/Officials for each training programme.

You are, therefore hereby requested to depute Officers/ Officials for training programmes to be conducted by the HIPA as per the allotment on scheduled dates. So that the slots allotted to the Department could be utilized fully.

The employees who have already attended the same may not be deputed again. While deputing the employees it may be kept in mind that opportunity may be given to all the employees in rotation. **The participation of your district is mandatory /compulsory in these training programmes. Further, on completion of the training programme he/she shall submit the feedback report on the proforma to the head of institution who will send the same to the Department for taking further action. Further, it is requested to direct the deputed officers/Officials not to bring their personal vehicles to the Institute for attending the training programmes**

Any laxity in the matter will be viewed seriously and Head of Institution and concerned dealing assistant who deal this matter will be responsible not for obeying the orders of higher authorities.

Kindly Personal Attention may be given to the matter.


— *sd* —
(Dr. Amarjeet K Sharma)
Director of Higher Education
Himachal Pradesh
Phone No. 0177-2656621
E-mail: dir.edu@rediffmail.com

Endst. No. Even Dated: Shimla-171001 the July, 2018

Copy for information to:-

- 1 The Director, Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 w.r.t. letter number-HIPA (Trg.) G-15/04-XIV-dated: 15.06.2018.
- 2 The Superintendent (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh is hereby requested to upload the same on departmental website.
- 3 Guard file.




Director of Higher Education
Himachal Pradesh

Training programmes for the Month of August, 2018 at HIPA, Fairlawns, Shimla-12

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1.	Basic Computer Course on Word, Internet & E-mail	<ul style="list-style-type: none"> ➤ To familiarize and apprise the participants with the basics of computers and to impart them necessary skills to work on office automation, tools available under windows. ➤ To familiarize and apprise the participants with the basics of internet and to impart them necessary skills so that they can able to do not surfing download & upload data, e-mail. 	5 Days	06.08.2018 to 10.08.2018	School Principals two each from Bilaspur, Chamba and Hamirpur Districts
2.	Noting & Drafting	<ul style="list-style-type: none"> ➤ To understand concept of office in Government ➤ To develop knowledge in Noting & Drafting Skills as per hand book of Office Procedure. 	3 Days	06.08.2018 to 08.08.2018	One Senior Assistant and One Clerk from DDHE Kangra, Kullu and Kinnaur Districts
3.	Computer Course on Excel	<ul style="list-style-type: none"> ➤ 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. 	2 Days	13.08.2018 to 14.08.2018	School Principals two each from Mandi, Shimla and Sirmour Districts
4.	Ethics and Value in Government Services	<ul style="list-style-type: none"> ➤ To understand the importance of ethical conduct behavior at work place. ➤ To motivate participants to make ethical discussions. 	3 Days	16.08.2018 to 18.08.2018	School Principals two each from L & Spiti, Solan and Una Districts
5.	Service Delivery/Citizen Charter/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" Complaint Citizens Charter through consultative and participatory approach. 	3 Days	16.08.2018 to 18.08.2018	School Principals two each from Kangra, Mandi and Shimla Districts.
6.	Office Procedure and Financial Administration	<ul style="list-style-type: none"> ➤ To make the participants understand budgeting and accounting procedure in government. ➤ To acquaints the participants with the important provision of HPFR 2009. ➤ To acquaint the officers basic income Tax related issues as applicable in government Officers. ➤ To makes the participants employees the TA/DA. Pensions Medical Rules, etc. ➤ To made the participants aware about the procurement procedure in government and 	5 days	20.08.2018 to 24.08.2018	School Principals two each from Bilaspur, Chamba and Hamirpur Districts

		<ul style="list-style-type: none"> ➤ inventory management. ➤ To give the participants holistic knowledge about GPF New Pension Scheme. ➤ To made the participants aware of general condition of services with emphasis on FR/SR. ➤ Getting the participants familiar with on-line application. ➤ To acquaint the participants with the HIMKOSH-IFMS, e-Kosh, financing reporting system, budget preparation, estimation, allocation of budget from the different Heads of Accounts preparation of supplementary budget, e-chalan, government receipt, accounting system e-service book. ➤ To acquaint the participants about Non-banking Financial Companies and various financial instruments available in Indian Market. 			
7.	Disciplinary Proceedings/Conduct Rules/Departmental Enquiry	<ul style="list-style-type: none"> ➤ To make the participants 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 Charges Sheets & Holding Departmental Enquiry, Imposition of Penalties. 	3 Days	23.08.2018 to 25.08.2018	School Principals two each from Kangra, Kullu and Kinnaur Districts.
8.	e-Procurement	<ul style="list-style-type: none"> ➤ To Familiarize the participants to procure the items electronically using internet 	2 Days	24.08.2018 to 25.08.2018	School Principals two each from Shimla, Solan, Sirmour and Una Districts

INFORMATION SHEET

PROGRAMME TITLE: _____

v.e.f. (DD/MM/YY) _____ to (DD/MM/YY) _____

Name _____

Designation: _____

Level: _____

Office Address: _____

City: _____ State : _____

Pin: _____

Arrival Date: _____ Departure

Date _____

PERSONAL DETAILS:

Name: _____

Fathers Name: _____

Gender: M F _____

Date of Birth: _____

Religion: _____

Qualification: _____

Category: _____

Aadhar Number of the Participant _____

IDENTITY: (carry your ID card at the time of training)

AADHAR CARD: _____

PAN CARD: _____ VOTER

ID: _____

CONTACT DETAIL(S):

E-mail ID: _____

Phone number (s): _____

Office _____

Home _____

Mobile _____

ANY OTHER INFORMATION:

For any queries please contact:
Himachal Institute of Public Administration,
HIPA, Fairlawn, Shimla-12

url: <http://hipashimla.nic.in>

email: hipa-hp@nic.in,

pmu2-sird@hp.gov.in

Fax: 0177-2734679

Phone: 0177-2734777/666

Candidate's Signature: _____

Sponsoring Authority
(Name, Designation with contact details)

OFFICE USE ONLY:

DIARY NUMBER:

TRAINING ID:

Annexure C

No. HIPA (Vehicle)-2/95-IV
Government of Himachal Pradesh
Institute of Public Administration

Fairlawns, Shimla-171012

Dated the 25th August, 2015.

Order

In supersession of all previous office orders, the Routes/Timings of both the Institute buses are hereby fixed as under which will be applicable from 1st September, 2015:

Morning 1 st Bus		Morning 2 nd Bus	
Station	Departure Time (AM)	Station	Departure Time (AM)
HIPA	8.00	HIPA	8.00
Dhalli	8.05	Dhalli	8.05
Sanjauli	8.15	Auckland Tunnel	8.15
Chhota Shimla	8.25	Victory Tunnel	8.25
Talland	8.30	Old Bus Stand	8.26
Khallini Chowk	8.32	Lift	8.28
Kanlog	8.35	Talland	8.33
Lal Pani	8.40	BCS	8.40
ISBT	8.50	Vikas Nagar	8.43
Boileauganj Crossing	8.55	Panthaghati	8.48
103 Tunnel	9.00	Kasumpti	8.50
Victory Tunnel	9.05	Chotta Shimla	9.05
Auckland Tunnel	9.15	Sanjauli Chowk	9.15
Dhalli by Pass	9.20	Sanjauli By Pass	9.20
Dhalli	9.30	Dhalli	9.30
Arrival at HIPA	9.35	Arrival at HIPA	9.35
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
Vikasnagar	5.50	ISBT	6.00
BCS	5.53	Lal Pani	6.05
Talland	6.00	Kanlog	6.10
Lift	6.10	Khallini Chowk	6.13
Bus Stand (Old)	6.13	Talland	6.15
Victory Tunnel	6.15	Chhota Shimla	6.20
Auckland Tunnel	6.25	Sanjauli	6.35
Dhalli By Pass	6.40	Dhalli By Pass	6.40
Arrival HIPA	6.50	Arrival HIPA	6.50

(Madhu Bala Sharma), IAS
Director,
H.P. Institute of Public Administration,
Fairlawns, Shimla-171012

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