

No. EDN-HE (21) B (15)05/2018-HIPA-Trg.-

Directorate of Higher Education

Himachal Pradesh

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Dated: Shimla-171001 the August, 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 October, 2018 at HIPA, Fairlawn's Shimla.

Memo:

The Himachal Pradesh Institute of Public Administration, Fairlawn's, Shimla-12 is going to organize various training programmes during the month of October, 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.

— Sign —


(Dr. Amarjeet K Sharma)
Director of Higher Education
Himachal Pradesh
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Endst. No. . EDN-HE (21) B (15)05/2018-HIPA-Trg.-Dated: Shimla-171001the August, 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: 07.08.2018.
- ✓ 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 September, 2018 at HIPA, Fairlawns, Shimla-12

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1	Good Governance	<ul style="list-style-type: none"> ➤ To make aware the participants with the concept and emerging trends in Good Governance. ➤ To highlight the need for improved Governance in the changing economic and social circumstances. ➤ To acquaint them with the (People with Disability) PWD Act, 1995 	3 Days	04.10.2018 to 06.10.2018	School Principals two each from Bilaspur, Chamba and Hamirpur District.
2	e-Procurement	<ul style="list-style-type: none"> ➤ To familiarize the participants to procure the items electrically using internet 	2 Days	05.10.2018 to 06.10.2018	School Principals two each from Kangra, Kullu and Kinnaur District
3	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 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. 	5 days	08.10.2018 to 12.10.2018	School Principals two each from L & Spiti, Mandi and Shimla District.
4	Public Private Partnership (PPP) for Gazetted Officers	<ul style="list-style-type: none"> ➤ To sensitize the officers of different departments about the fundamentals of PPP and its scope in State. ➤ More importantly, in a situation where there are financial constraints and also the increasing pressures for efficient 	03 Days	10.10.2018 to 12.10.2018	School Principals two each from Solan, Sirmour and Una District.

		<ul style="list-style-type: none"> ➤ and time bound service delivery. ➤ Case Studies and preparation of Concession Agreement exercise will provide necessary input for the execution of ideas in PPP. 			
5	Computer Course on Power Point	<ul style="list-style-type: none"> ➤ To familiarize the participants with the basics of participation programme and to impart them necessary skills to work with various features of Power Point Application. 	3 Days	15.10.2018 to 17.10.2018	Superintendent two each from DDHE Bilaspur, Chamba and Hamirpur District
6	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	15.10.2018 to 17.10.2018	School Principals two each from Kangra, Kinnaur and Kullu District.
7	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. 	03 Days	15.10.2018 to 17.10.2018	School Principals two each from L & Spiti, Mandi and Shimla District.
8	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	22.10.2018 to 23.10.2018	School Principals two each from Solan, Sirmour and Una District.
9	Basic Computer Course	<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 basis of internet and to impart them necessary skills so that they can able to do net surfing, download & upload data, e-mail 	5 Days	29.10.2018 to 02.11.2018	School Principals two each from Kangra, Mandi and Shimla District

IT Cell