

②

No. EDN-HE (21) B (15)05/2019-HIPA-Training-

Directorate of Higher Education

Himachal Pradesh

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

E-mail: dhe-sml-hp@gov.in

E-mail: genbr@rediffmail.com

Dated: _____ Shimla-171001 the _____ July, 2019

To

All the Deputy Directors of Higher Education
in Himachal Pradesh

Subject: -

Training Bulletin for the conduct of training programmes during the month of
September, 2019 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 September, 2019 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.**

Note:-

The Officers fails^{is} to attend the training programme the necessary entry will
be recorded in the service book of the concerned and his/her annual
increment can be stopped.

**KINDLY PERSONAL ATTENTION MAY BE GIVEN IN THE MATTER AND TREAT IT AS
MOST URGENT.**

Sign.
(Dr. Pramod Chauhan)
Jt. Director of Higher Education(C-II)
Himachal Pradesh
Phone No. 0177-2652579
E-mail: dhe-sml-hp@gov.in
E-mail: genbr@rediffmail.com


IT Cell

Endst. No. EDN-HE (21) B (15)05/2019-HIPA Training-Dated: Shimla-171001 the July, 2019

Copy for information and necessary action 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: 04th July, 2019.
- 2 The Superintendent (Establishment-I Branch), Directorate of Higher Education, Himachal Pradesh is hereby requested to take further necessary action in the matter accordingly under intimation to this Branch.
- 3 The Superintendent (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh is hereby requested to upload the training calendar for the month of September, 2019 on departmental website
- 4 Guard file.

शिक्षा निदेशालय


Jt. Director of Higher Education(C-II)
Himachal Pradesh

12 JUL 2019

Training programmes for the Month of September, 2019 at HIPA, Fairlawns, Shimla-12

S. No.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1.	Right to Information Act, 2005 and H. P. Services Guarantee Act, 2011	<ul style="list-style-type: none"> ➤ To equip the participants with the concept of Right to Information Act, 2005 ➤ To equip the participants with the concept of H. P. Service Guarantee Act, 2011 ➤ To make the participants understand the importance of ethical conduct behavior at work place. ➤ To motivate participants to make ethical discussions & bring certain positive changes in one's life. ➤ The way we want ourselves to be in order to be more fruitful to society. ➤ To list out salient features and principles of Public Service Guarantee Act, 2011 	3 Days	02.09.2019 to 04.09.2019	PIOs, APIOs and other officials dealing with RTI from Bilaspur, Chamba, Shimla and Solan District.
2.	Computer Course on IFMS.	<ul style="list-style-type: none"> ➤ To familiarize the participants with the working of e-applications such as e-service book, MIS reporting and mobile applications. ➤ To impart them necessary skills to work with various features of these applications so that they will be able to access/update information efficiently. 	1 Day	07.09.2019	Five Schools Principals from District Shimla.
3.	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	11.09.2019 to 13.09.2019	School Principals two each from Hamirpur, Kangra, Kullu and Lahaul & Spiti District
4.	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 basics of internet and to impart them necessary skills so that they can able to do net surfing, download and upload data, e-mail. 	5 Days	16.09.2019 to 20.09.2019	07 Clerks, 05 from Directorate of Higher Education.
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	19.09.2019 to 21.09.2019	School Principals two each from Kinnaur, L & Spiti and Mandi District
6.	Office Procedure and Financial Management	<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 	05 Days	23.09.2019 to 27.09.2019	07 Superintendent /Assistant Director from Directorate of Higher Education, Himachal Pradesh