

REGISTERED PSOT

MOST URGENT

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-171001the

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
June, 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 June, 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 directed 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.

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.

Dr. R.D. Verma Ji
9/5/18

Sign
(Dr. Amarjeet K Sharma)
Jt. Director of Higher Education(C)
Himachal Pradesh
Phone No. 0177-2652579
E-mail: jdhec-II@rediffmail.com

Endst. No. Even Dated: Shimla-171001the

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: 21.05.2018.
- 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.



Jt. Director of Higher Education(C)
Himachal Pradesh

शिक्षा निदेशालय उच्चतर शिक्षा
08 MAY 2018

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

Sr. N.	Name of the Programme	Objective in brief	Duration	Dates	Level of Participants
1.	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	04.06.2018 to 06.06.2018	Superintendent one each from DDHE Bilaspur, Chamba, Hamirpur, Kangra and Kullu District.
2	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	06.06.2018 to 08.06.2018	School Principals two each from Kinnaur, L & Spiti, Mandi and Shimla District
3	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. 	3 Days	25.06.2018 to 27.06.2018	School Principals two each from Solan Sirmour and Una District.
4.	Right to Information Act, 2005 and H.P. Service 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 the concept of H.P. Public 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, 211. 	3 Days	25.06.2018 to 27.06.2018	School Principals two each from Kangra, Mandi and Shimla District
5	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	29.06.2018 to 30.06.2018	School Principals two each from Bilaspur, Chamba, Hamirpur and Una DistrictP