

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

Directorate of Higher Education

Himachal Pradesh

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Dated: Shimla-171001 the October, 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 December, 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 December, 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.**

Note:-

The Officers fails 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.



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

Endst. No. EDN-HE (21) B (15)05/2018-HIPA Training-Dated: Shimla-171001 the September, 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: 01.10.2018.
- 2 The Superintendent (Computer/IT Cell), Directorate of Higher Education, Himachal Pradesh is hereby requested to upload the training calendar for the month of December, 2018 on departmental website.
- 3 Guard file.




Jt. Director of Higher Education(C-I)
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.	Basic Computer Training Programme	<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	03.12.2018 to 07.12.2018	Superintendent 02 each from Bilaspur, Chamba and Hamirpur District.
2.	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 and time bound service delivery. ➤ Case Studies and preparation of Concession Agreement exercise will provide necessary input for the execution of ideas in PPP. 	03 Days	05.12.2018 to 07/12/2018	School Principals two each from Kangra, Kullu and Mandi District.
3	Computer Course on Manav Sampada (e-Salary, e-service Book, MIS Reporting, Mobile Applications	<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 	2Days	10.12.2018 to 11.12.2018	School Principals two each from Shimla, Solan and Sirmour District
4.	Office Procedure and Financial Management/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 	05 Days	17.12.2018 to 21.12.2018	Superintendent two each from Hamirpur, Shimla and Una District
5	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 	3 Days	03 Days	School Principals two each from Kangra, Mandi and Shimla District.

IT Cell

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	Charges Sheets & Holding Departmental Enquiry, Imposition of Penalties.			
Course on IT for Effective Office Management.	➤ To familiarize the participants with the various features available under windows, manage files & folder, sharing of data and devices over network, scanning of documents and send it as attached with e-mail.	02 Days	26.12.2018 to 27.12.2018	School Principals two each from Bilaspur, Solan and Sirmour District
Research Methods for Policy and Administration. (Govt. of India Sponsored)	➤ To acquaint participants about the fundamentals of PPP, its scope and significance in India in General and Himachal Pradesh in particular. In addition to the evaluation of existing PPP case studies, the discussions on potential PPP areas in State will help all the participants in understanding the intricacies of PPP project formulation in a better way.	03 Days	27.12.2018 to 29.12.2018	DDHE Bilaspur, Chamba, Kangra and Mandi District