



HIMACHAL PRADESH STATE ELECTRICITY BOARD LIMITED
(A State Govt. undertaking)

Registered office
Number (CIN)
GST No.
Telephone Number
Website address
Email

Vidyut Bhawan, HPSEBL, Shimla-1
U40109HP2009SGC31255
HPSEBL 02 AACCH4894EHZB
0177-2803600, 2801675 (Office),
www.hpseb.com
emd@hpseb.in & trainingcell.hpseb@gmail.com

No. HPSEB (SECTT) /Trg.213 (HIPA) /2018-19
To

71370-71

Dated:- 3-12-18

The Superintending Engineer (OP),
Circle, HPSEBL, Rohru.

Subject: -

Training bulletin for the conduct of Training Programmes at HIPA during the month of January, 2019.

I have been directed to inquire about the nominations to conduct the training at HIPA during the month of January, 2019. A copy of the letter No. HIPA (Trg) G-15/04-XIV dated 02.11.2018 is enclosed herewith alongwith its enclosures received from the Director HP Institute of Public Administration Fairlawm, Shimla-12 on the above cited subject. HIPA Shimla has required nominations for each of the training programmes from this organization. It is therefore, requested to look into the matter personally and recommend the names of 3-4 officers/officials per programme from Sub-Divisions/Divisions/Circle, alongwith their mobile No. and office of working and the same may be sent to this office by post, return fax & E-mail: trainingcell.hpseb@gmail.com within seven days positively.

However, it may be got ensured that the officer / officials whose names are being recommended and sent to this office are not repeated for the same training programme and opportunity in this regard may please be given to others also.

It may also be got ensured that the officers/officials, so recommended, are not at the verge of retirement and are having minimum three years of service to be rendered to HPSEB Ltd.

DA/-as above.

(Ram Kumar Gautam),
Executive Director (Pers.)
HPSEBL, Shimla-171004

Copy to :-

1. The Dy. CE/ SE (IT) HPSEBL Shimla-04 to upload on HPSEBL website.

(Ram Kumar Gautam),
Executive Director (Pers.)
HPSEBL, Shimla-171004

No.HIPA (Trg.)G-15/04-XIV
Government of Himachal Pradesh
Institute of Public Administration
Fairlawn, Shimla-171012 Dated: 2nd November, 2018.

From

The Director,
H.P. Institute of Public Administration,
Fairlawn, Shimla-171012.

To

1. All the Heads of Departments in H.P.
2. All the Heads of Boards/Corporations in H.P.
3. All the Divisional Commissioners in H.P.
4. All the Deputy Commissioners in H.P.
5. The Secretary, H.P. Public Service Commission, Nigam Vihar, Shimla-171002.
6. The Special Secretary(SA) to the Govt. of H.P., Shimla-2.
7. The Secretary, H.P.Vidhan Sabha, Shimla-171004.

Subject: Training Bulletin for the conduct of Training Programmes at HIPA during the month of January, 2019.

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes at the Institute during the month of January, 2019. The objectives, duration and dates of these programmes have been indicated in the enclosed Annexure-'A'.

You are therefore, requested to nominate 3-4 officers/officials for each training programme. The names of nominated officers/officials alongwith contact numbers (Form enclosed as Annexure-'B') for each programme may please be sent to this Institute latest by 22nd December, 2018 so that the Institute could make arrangements accordingly. It is further requested that once the officer(s)/official(s) is/are nominated for the training they should invariably attend the training without fail. However, if the nominated officer(s)/official(s) is/are unable to attend the programme due to some unavoidable circumstances, a substitute may be deputed to attend the programme so that the training programme does not remain underutilized and Government money may not go waste.

Please note that those officers/officials may not be nominated who have already undergone these trainings earlier at HIPA as per Training Policy, 2009 (No family members of the participants are allowed).

Information as indicated in the Annexure-'B' in respect of nominated officer(s)/official(s) may also be sent alongwith the nominations. This would help this Institute to convey acceptance to the nominated officer(s)/official(s) directly or enable this Institute to inform the officer(s) directly, if for any reason(s), the programme(s) is/are cancelled/postponed at a short notice. For the convenience of the participants, this Institute also plies its own buses to bring the participants from Shimla as per schedule mentioned at Annexure-'C'. For any inquiry in respect of the boarding/lodging please contact Sh.Subhash Tomar(Mob.9805761330) or Sh.Chetan Sharma (Mob.9857640009) of HIPA Hospitality Cooperative Society.

It is therefore requested that the 3-4 officer(s)/official(s) of your department/organization may kindly be nominated for the enclosed training programme(s) and the names of nominated officers/officials alongwith the Information Sheets may please be sent to this Institute latest 22nd December, 2018 positively.

It has also been observed that the participants are often nominated at the last stage without any information to HIPA. Due to inadequate nominations the course has to be cancelled and the officers nominated at eleventh hour reach to attend the course which creates embarrassing situation for all. It is therefore requested to nominate officers well in time and intimate

M.P.
E.P. Roshni
S.P.D.(PR)
15.11.18

S.H. Gaur
22/11

9/10
22-11-18

2/13

12908

It is also informed that no family member(s) etc. of participants are allowed to stay in HIPA during training. It is further requested that mobile numbers of nominated officers/officials may please be mentioned compulsorily in the nomination letters. The above instructions may please be communicated to the officers/officials who are nominated for training.

It is further requested that due to heavy construction/repair works in the Institute campus, the Institute is unable to provide parking facility within the Institute campus. The nominated officers/officials may please be directed not to bring their personal vehicles during the training programmes. In case they bring their personal vehicles the same will have to be parked outside the Institute in the nearest parking area available at Sanjauli. The Institute bus will be available at Sanjauli at 09.15 AM in morning and 06.35 PM in the evening.

As per Department of Personnel, Govt. of H.P. letter No.Per(AP.II)B(3)-10-75-II dated 3rd August, 2017 addressed to All Secretaries, HoDS, Div.Comms., DCs. consequent upon the directions issued by the Hon'ble High Court, all the nominated Officers/Officials may be directed to wear appropriate, formal, clean, modest and decent cloths in sober colours which should not look gaudy while coming to this Institute for attending the training programmes at this Institute.

It is also requested that all the nominated Officers/Officials may be directed to carry the Debit/ATM Cards with them to make the payment on account of boarding and lodging charges through ATM/Debit Card as the Institute has installed PSO Machine for the purpose.

Yours faithfully,


(Jyoti Rana), HAS


Joint Director,
H.P. Institute of Public Administration,
Fairlawn, Shimla-171012
Tel.: 0177-2734666, Fax No.0177-2734679

E-mail: hipa-hp@nic.in
Dated: 2nd November, 2018.

Endst .No.: As above

Copy to:

1. All the concerned Course Directors and Course Assistants for information and necessary action with the request to follow-up their respective training programmes with the concerned Departments/Organizations of the State Govt. so that the slots do not go under-utilized for want of insufficient nominations. It is further requested that the participants may be directed telephonically not to bring their personal vehicles to the institute for attending the training programmes.
2. The Chief Executive Officer/Manager, HIPA Hospitality Cooperative Society for information and necessary action.
3. Sh.Sandeep Kumar, Assistant Professor(IT) with a request to up-load the Training Bulletin alongwith Annexures in HIPA Website.


(Jyoti Rana), HAS
Joint Director,
H.P. Institute of Public Administration,
Fairlawn, Shimla-171012

Training Programmes for the month of January, 2019 at HIPA, Fairlawns, Shimla-12

Sr.No	Name of the Programme	Objectives in brief	Duration	Dates	Level of Participants	Course Director/ Course Assistant
1.	Basic Computer Training Programme.	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 be able to do net surfing, download & upload data, e-mail.	5 days	01.01.2019 to 05.01.2019	Gazetted and Non-Gazetted officials.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
2.	Cooperation MIS for Cooperation Department only	Participants will be able to do web-based data collection and analysis, including online registration of cooperative societies alongwith their reporting.	2days	07.01.2019 to 08.01.2019	Officers and Officials of Cooperation Department only	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Kiran
3.	E-Governance	To apprise the participants with the potential of ICT Tools and Technology for Effective and Efficient Utilization in e-Governance.	3days	09.01.2019 to 10.01.2019	Gazetted Officers and Non-Gazetted Officials of the State Govt.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Kiran
4.	Communication and Presentation Skills.	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	09.01.2019 to 11.01.2019	Gazetted and Non-Gazetted Officials of the State Govt.	Dr.Rakesh Sharma (Mob.9418095808) Sh.Ankush Baryan
5.	Office Procedure and Financial Administration	To make the participants understand budgeting and accounting procedure in government. To acquaint the participants with the important provision of HPFR 2009 To acquaint the officers basic Income Tax related issues as applicable in government offices. To make the participants aware of various Rules/Regulations governing the government employees like TA/DA, Pension, Medical Rules, etc. To make the participants aware about the procurement procedure in government and inventory management. To give the participants holistic knowledge about GPF, CPF, New Pension Scheme. To made the participants aware of general conditions of services with emphasis on FR/SR. Getting the participants familiar with online applications. To acquaint the participants with HIMKosh-IFMS, e-kosh, financing reporting system, e-salary, e-vitran, budget distribution system, budget preparation, estimation, allocation of budget in different heads of accounts, preparation of supplementary budget, budget re-appropriation, generation of annual financial statement, 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 Markets.	5 days	14.01.2019 to 18.01.2019	Gazetted and Non-Gazetted Officials of the State Govt.	Sh.Diwaker Sharma (Mob.9882380628) Sh.Gagan Chauhan
6.	Computer Course on Manav Sampada (e-Service Book MIS Reporting, Mobile Applications)	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.	2 days	21.01.2019 to 22.01.2019	Gazetted and Non-Gazetted Officers of the State Govt.	Sh.Sandeep Kumar (Mob.94182-66344) Ms.Teena Chauhan
7.	Disciplinary Proceedings/ Conduct Rules/ Departmental Enquiry.	To make the participant 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 Charge Sheet & Holding of Departmental Enquiry, Imposition of Penalties. To equip the participants with the concept of Right to Information Act, 2005 To equip the participants with the concept of H.P. Public Service Guarantee Act, 2011 To make 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	21.01.2019 to 23.01.2019	Gazetted and Non-Gazetted Officials of State Govt.	Sh.Diwaker Sharma (Mob.9882380628) Sh.Ankush
8.	Right to Information Act, 2005 and H.P. Services Guarantee Act, 2011	To make 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	28.01.2019 to 30.01.2019	FAAs, PIOs, APIDs and other officials dealing with RTI.	Sh.R.S.Keppoor (Mob.9459608158) Sh.Gagan Chauhan
9.						

HIMACHAL PRADESH INSTITUTE OF PUBLIC ADMINISTRATION, HIPA
FAIRLAWN, SHIMLA-171012

INFORMATION SHEET

PROGRAMME TITLE: _____

w.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: 0177-273477/666

Candidate's Signature: _____

Sponsoring Authority
(Name, Designation with contact details)

OFFICE USE ONLY:

DIARY NUMBER: _____

TRAINING ID: _____