

**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-04  
U40109HP2009SGC31255  
HPSEBL 02 AACCH4894EHZB  
0177-2803600, 2801675 (Office),  
[www.hpseb.com](http://www.hpseb.com)  
[cmd@hpseb.in](mailto:cmd@hpseb.in) & [directorfa@hpseb.in](mailto:directorfa@hpseb.in)

No. HPSEB (SECTT) /Trg.213 (HIPA) /2017-18 - 77486-87  
To

Dated:- 24-1-18

The Superintending Engineer,  
Operation Circle, HPSEBL, Kasumpti,  
Shimla-171009 (Email-seoperationshimla@gmail.com)

Subject: - Training Bulletin for the conduct of Training Programmes at HIPA during the month of March, 2018.

I have been directed to inquire about the nominations to conduct the training at HIPA during the month of March, 2018. A copy of the letter No. HIPA (Trg) G-15/04-XII dated 03.01.2018 is enclosed herewith alongwith its enclosures received from the Director HP Institute of Public Administration Fairlawn, 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](mailto:trainingcell.hpseb@gmail.com) within seven days positively.

However, it may be got ensured that the officers/ 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.

(KUMAD SINGH,  
Executive Director (Pers.)  
HPSEBL Shimla-171004.  
19/1/18

Copy to :-

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

(KUMAD SINGH,  
Executive Director (Pers.)  
HPSEBL Shimla-171004.  
19/1/18

No.HIPA (Trg.)G-15/04-XII  
Government of Himachal Pradesh  
Institute of Public Administration

200

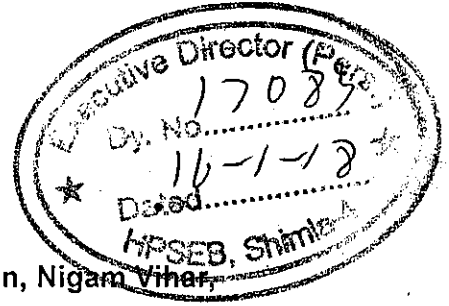
Fairlawn, Shimla-171012 Dated: 3<sup>rd</sup> January, 2018.

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.



MD, IAS  
ED (Personnel)  
Sr. Asst. (Trg.)

**Subject: Training Bulletin for the conduct of Training Programmes at HIPA during the month of March, 2018.**

Sir/Madam,

The H.P. Institute of Public Administration, Fairlawn, Shimla-171012 is organizing training programmes at the Institute during the month of March, 2018. 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 17<sup>th</sup> February, 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 17<sup>th</sup> February, 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 HIPA about it as well.

Contd...page.....2/-

615  
2-1-18

Tomar  
reporting  
15-1-18

8/1  
MD, HPSEB

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-III dated 3<sup>rd</sup> 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,

(Ravinder Nath Sharma), HAS  
Joint Director,

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

E-mail: [hpa-hp@nic.in](mailto:hpa-hp@nic.in)

Dated: 3<sup>rd</sup> January, 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, HIPA Hospitality Cooperative Society for information and necessary action.
3. Sh.Sandeep Kumar, Assistant Professor(IT) with a request to up-load Training Bulletin alongwith Annexures in HIPA Website.
4. The Mess/Hostel Managers, HIPA for information and necessary action.

(Ravinder Nath Sharma), HAS  
Joint Director,

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

Training Programmes for the Month of March, 2018 at HIPA, Fairlawns, Shimla-171002

2/12

| Name of the Programme  | Objectives in brief  | Duration | Dates                          | Level of Participants   | Course Director/<br>Course Assistant                        |
|--|--|----------|--------------------------------|---|---|
| Course on Tally  | <ul style="list-style-type: none"> <li>To acquaint the participants with the Accounting Concepts, Tools and Techniques by the use of Tally Software.</li> </ul>  | 2 days   | 08.03.2018<br>to<br>09.03.2018 | Officials dealing with Accounts                                 | Sh. Sandeep Kumar<br>(Mob.9418266344)<br>Ms. Kiran          |
| Right to Information Act, 2005 and H.P. Services Guarantee Act, 2011 | <ul style="list-style-type: none"> <li>To equip the participants with the concept of Right to Information Act, 2005</li> <li>To equip the participants with the concept of H.P. Public Service Guarantee Act, 2011</li> <li>To make participants understand the importance of ethical conduct behavior at work place.</li> <li>To motivate participants to make ethical discussions &amp; bring certain positive changes in one's life.</li> <li>the way we want ourselves to be in order to be more fruitful to society.</li> <li>To list out salient features and principles of Public Service Guarantee Act, 2011</li> </ul>  | 3 days   | 12.03.2018<br>to<br>14.03.2018 | FAAs, PIOs, APIOs and other officials dealing with RTI.         | Sh. R. S. Kapoor<br>(Mob.9459608158)<br>Ms. Gagan Chauhan   |
| Office Procedure and Financial Administration                        | <ul style="list-style-type: none"> <li>To make the participants understand budgeting and accounting procedure in government.</li> <li>To acquaint the participants with the important provision of HPFR 2009.</li> <li>To acquaint the officers basic Income Tax related issues as applicable in government offices.</li> <li>To make the participants aware of various Rules/Regulations governing the government employees like TA/DA, Pension, Medical Rules, etc.</li> <li>To made the participants aware about the procurement procedure in government and inventory management.</li> <li>To give the participants holistic knowledge about GPF, CPF, New Pension Scheme.</li> <li>To made the participants aware of general conditions of services with emphasis on FR/SR.</li> <li>Getting the participants familiar with online applications.</li> <li>To acquaint the participants with HIMKosh-IFMS, e-kosh, financing reporting system, e-salary, e-vitrans, 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.</li> </ul> | 6 days   | 19.03.2018<br>to<br>24.03.2018 | Gazetted Officers only.   | Sh. Diwaker Sharma<br>(Mob.9882380628)<br>Sh. Gagan Chauhan |
| Computer Course on Excel.  | <ul style="list-style-type: none"> <li>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.</li> </ul>  | 2 days   | 23.03.2017<br>to<br>24.03.2017 | Gazetted and Non-Gazetted officials of State Govt. Departments) | Sh. Sandeep Kumar<br>(Mob.9418266344)<br>Ms. Kiran          |
| Right to Information Act, 2005 and H.P. Services Guarantee Act, 2011 | <ul style="list-style-type: none"> <li>As mentioned at Sr.No.2 above.</li> </ul>   | 3 days   | 26.03.2018<br>to<br>28.03.2018 | FAAs, PIOs, APIOs and other officials dealing with RTI.         | Sh. R. S. Kapoor<br>(Mob.9459608158)<br>Ms. Gagan Chauhan   |

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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: \_\_\_\_\_

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](mailto:hipa-hp@nic.in),

[pmu2-sird@hp.gov.in](mailto:pmu2-sird@hp.gov.in)

Fax: 0177-2734679

Phone: 0177-2734777/666

Candidate's Signature: \_\_\_\_\_

Sponsoring Authority  
(Name, Designation with contact details)

OFFICE USE ONLY:

DIARY NUMBER: \_\_\_\_\_

TRAINING ID: \_\_\_\_\_

209

Annexure - C

No. HIPA (Vehicle)-2/95-IV  
Government of Himachal Pradesh  
Institute of Public Administration

Fairlawns, Shimla-171012

Dated the 25th August, 2015.

Order

In supersession of all previous office orders, the Routes/Timings of both the Institute buses are hereby fixed as under which will be applicable from 1<sup>st</sup> September, 2015:

| Morning 1 <sup>st</sup> Bus |                     | Morning 2 <sup>nd</sup> Bus |                     |
|-----------------------------|---------------------|-----------------------------|---------------------|
| Station                     | Departure Time (AM) | Station                     | Departure Time (AM) |
| HIPA                        | 8.00                | HIPA                        | 8.00                |
| Dhalli                      | 8.05                | Dhalli                      | 8.05                |
| Sanjauli                    | 8.15                | Auckland Tunnel             | 8.15                |
| Chhota Shimla               | 8.25                | Victory Tunnel              | 8.25                |
| Talland                     | 8.30                | Old Bus Stand               | 8.26                |
| Khallini Chowk              | 8.32                | Lift                        | 8.28                |
| Kanlog                      | 8.35                | Talland                     | 8.33                |
| Lal Pani                    | 8.40                | BCS                         | 8.40                |
| ISBT                        | 8.50                | Vikas Nagar                 | 8.43                |
| Boileauganj Crossing        | 8.55                | Panthaghati                 | 8.48                |
| 103 Tunnel                  | 9.00                | Kasumpti                    | 8.50                |
| Victory Tunnel              | 9.05                | Chotta Shimla               | 9.05                |
| Auckland Tunnel             | 9.15                | Sanjauli Chowk              | 9.15                |
| Dhalli by Pass              | 9.20                | Sanjauli By Pass            | 9.20                |
| Dhalli                      | 9.30                | Dhalli                      | 9.30                |
| Arrival at HIPA             | 9.35                | Arrival at HIPA             | 9.35                |
| Evening 1 <sup>st</sup> Bus |                     | Evening 2 <sup>nd</sup> Bus |                     |
| Station                     | Departure Time (PM) | Station                     | Departure Time (PM) |
| HIPA                        | 5.10                | HIPA                        | 5.10                |
| Dhalli by Pass              | 5.25                | Dhalli by Pass              | 5.25                |
| Sanjauli Chowk              | 5.30                | Auckland Tunnel             | 5.30                |
| Chhota Shimla               | 5.40                | Victory Tunnel              | 5.40                |
| Kasumpti                    | 5.43                | Tunnel 103                  | 5.45                |
| Panthaghati                 | 5.45                | Boileauganj Crossing        | 5.50                |
| Vikasnagar                  | 5.50                | ISBT                        | 6.00                |
| BCS                         | 5.53                | Lal Pani                    | 6.05                |
| Talland                     | 6.00                | Kanlog                      | 6.10                |
| Lift                        | 6.10                | Khallini Chowk              | 6.13                |
| Bus Stand (Old)             | 6.13                | Talland                     | 6.15                |
| Victory Tunnel              | 6.15                | Chhota Shimla               | 6.20                |
| Auckland Tunnel             | 6.25                | Sanjauli                    | 6.35                |
| Dhalli By Pass              | 6.40                | Dhalli By Pass              | 6.40                |
| Arrival HIPA                | 6.50                | Arrival HIPA                | 6.50                |

(Madhu Bala Sharma), IAS

Director,

H.P. Institute of Public Administration,  
Fairlawns, Shimla-171012