

No. EDN-KGR (G-3) Training (HIPA Shimla)/2024  
Office of the Deputy Director of Higher Education,  
Kangra at Dharamshala

Dated Dharamshala-176215



To,

The Director of Higher Education  
Himachal Pradesh  
Shimla-01

**Sub:- Regarding Training Bulletin for the conduct of training programmes at HIPA, Fairlawn's Shimla-12 during the month of Dec., 2024.**

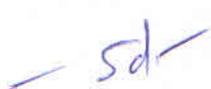
Sir,

Reference to your office letter No. EDN-H(21)B(15)05/2023-HIPA Dated 26.11.2024 on the subject cited above.

In this context, following Officer's/Officials are hereby deputed for the Training to be conduct at HIPA Shimla during the month of Dec., 2024 as per schedule given below.

Sr. No.	Name of Programme	Period	Name of Officers	Designation	Office Address	Contact No.
1	Communication and Presentation Skills	09.12.2024 to 11.12.2024 (03 days)	Ravinder Singh Rana	Headmaster	GHS Ludhiar u/c GSSS Jawali	98166-54415
2			Shashi Bhushan	Headmaster	GHS Ghandran U/C GSSS Indora	98053-66522
3			Subhash Sharma	Headmaster	GHS Hadal U/C GSSS Aund	98058-55712
1	Office Procedure & Financial Administration	09.12.2024 to 13.12.2024 (5 days)	Jeewan Kumar	Sr. Assistant	GSSS Paisa	94597-50996
2			Rakesh Kr. Sood	Sr. Assistant	GSSS Sehorpain	98163-87653
3			Chaman Lal	Sr. Assistant	GSSS Majheen	93180-05454
4			Janak Raj	Sr. Assistant	GDC Takipur	94593-29545
1	Disciplinary Proceedings/ Conduct Rule/ Departmental Enquiry	11.12.2024 to 13.12.2024 (03 Days)	Virender Kumar	Supdt. Gr-II	GSSS Gahlian	98174-41910 8219499258
2			Daman Deep	Supdt. Gr-II	GSSS Kutiaara	94180-31428
3			Mukesh Kumar	Supdt. Gr-II	GSSS Nagrota Surian	94591- 84281 78070-30290

Yours faithfully,

  
Dy. Director of Higher Education  
Kangra at Dharamshala

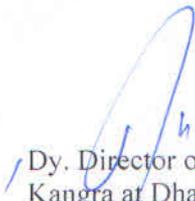
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Dharamshala-176215

06.12.2024

**Copy forwarded to :**

1. The Principal GSSS Paisa, GSSS Sehorpain ,GSSS Majheen, GDC Takipur, GSSS Gahlian, GSSS Kutiara, GSSS Nagrota Surian in Distt. Kangra H.P. for information and further necessary action please.
2. The Headmaster GHS Ludhiar, GHS Ghandran, GHS Hadal for information and further necessary action.
3. The concerned Official for strict compliance.
4. Guard File.

  
Dy. Director of Higher Education  
Kangra at Dharamshala

1. In compliance with the instruction issued vide letter No.Per(Trg.)B(12)-5/2017 dated 20.11.2019 by the Addl. Chief Secretary(Training) to the Government of H.P. vide which all the Administrative Secretaries, HoDs, Div.Comms., DCs, Heads of Boards/Corporation, Registrars of the Universities in H.P. etc. have been requested to make use of the Portal linked with the "Manav Sampda E-Service Book Software" and ensure that all the nominations for trainings from their establishments are made only through this portal(<http://genpms.hp.nic.in/>).
2. Please nominate officers well in time and intimate HIPA about it as well. 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.
3. 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.
4. The nominated officers/officials may please be directed not to bring their personal vehicles during the training programmes due to the shortage of parking space.
5. 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. In view of the instruction issued by 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,
6. 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.
7. The Institute also plies its buses in the morning and evening on training days as per latest schedule available on the website.

Dated 11 January 2024

**ORDER**

In suppression of all previous office orders, the Route and Timings of the Institute Single bus is fixed as under which will be applicable with immediate effect.

Morning Single Bus	
Station	Departure Time(AM)
HIPA	08.15
Dhalli	08.20
Sanjauli bye-pass	08.25
Auckland Tunnel	08.30
Lakkar Bazar	08.35
Victory Tunnel	08.40
Baleaung Crossing	08.55
ISBT	09.05
Kanlog	09.15
Khallim Chowk	09.20
Chhota Shimla	09.25
Sanjauli Chowk	09.35
Dhalli by Pass	09.40
Dhalli	09.50
Arrival HIPA	10.00

Evening Single Bus	
Station	Departure Time (PM)
HIPA	5.20
Dhalli	5.25
Sanjauli	5.35
Chhota Shimla	5.45
Talrand	5.50
Lift	5.55
Old Bus Stand	6.00
Victory Tunnel	6.05
Lakkar Bazar	6.10
Sanjauli bye Pass	6.20
Dhalli	6.30
Arrival HIPA	6.40

Note:-The plying of buses on above routes is also subject to required numbers of participants travelling through the above routes. Hence, the participants are requested to make proper enquiry regarding plying of buses either from office or from Driver/ Conductor concerned as per Contact Number given as under. The Course Director are also advised to obtain the willingness of trainees interested to be travelled by buses.

1. Sh. Suresh Singh,  
Driver, HIPA  
Phone No. 94154-83976
2. Sh. Jaswant Singh,  
Driver, HIPA  
Phone No. 98820-57177
3. Sh. Dharam Prakash, Cleaner-cum Conductor HIPA  
Phone No. 98170-90593
4. Sh. Jagat Pal, Cleaner-cum Conductor HIPA  
Phone No. 88941-54234

Endest No. As Above

- Copy to:-
1. The Secretary (Dg.) to the Govt. of H.P. for kind information.
  2. All the Faculty Members/ Course Director/ Officers, HIPA for information.
  3. The Assistant Professor (IT), HIPA with a request to upload on the HIPA Website.
  4. All the Branches, HIPA for information.
  5. All the Drivers/ Cleaner-cum-Conductors, HIPA for compliance.
  6. Notice Board, HIPA.

  
(Hans Raj Saini), HPE&AS  
Nodal Officer (Vehicle),  
H.P. Institute of Public Administration  
Fairlawns, Shimla-171012.  
Dated 11 January, 2024

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