

HIMACHAL PRADESH UNIVERSITY
'General Administration Section'

No. 4-1/82-HPU (Genl.) IV

Dated:

01 JUL 2026

OFFICE ORDER

The Dr. Manmohan Singh, Himachal Pradesh Institute of Public Administration, Fairlawn, Shimla-171012, is organizing five/three/two/days training programmes during the month of July, 2026. Accordingly, the following Officers/ Officials of the University are hereby directed to attend the training programme at Dr. Manmohan Singh, Himachal Pradesh Institute of Public Administration, Fairlawn, Shimla-171012 as indicated against their names :-

Training Programmes for the month of July, 2026 at HIPA, Fairlawn, Shimla-12

Sr. No.	Name of the Programme	Duration	Dates	Names of the officers/officials (S./Sh./Ms./Smt.)
1.	Office Procedure and Financial Administration	5days	06.07.2026 to 10.07.2026	1. Jyoti Devi, JOA(IT), ICDEOL 2. Ashwani Kumar, Sr. Asstt., PF Section 3. Supria, JOA(IT), A/c-II Section 4. Bhawna Sharma, JOA(IT), A/c-I Section
2.	Computer Course on Power Point	2days	13.07.2026 to 14.07.2026	1. Sanjeev Kumar, Sr. Asstt., Deptt. of Yoga 2. Arvind Sharma, Clerk, Placement Cell 3. Deepak Dewan, Clerk, Deptt. of Buddhist Studies
3.	Training Programme on Sevottam for Senior and Middle Level Officers	3days	16.07.2026 to 18.07.2026	1. Naresh Kumar, Section Officer, Deptt. of Laws 2. Sanjeev Kumar, Supdt. Gr. II, MBA/BBA Exams. 3. Mukesh Kumar, Supdt. Gr.II(EC), Deptt. of Bio-Sciences
4.	Official Communication Skills: Noting and Drafting	3days	16.07.2026 to 18.07.2026	1. Param Swroop, Sr. Asstt., TDC-III, Exam-I 2. Mahinder Singh, Clerk, GA Section 3. Surender Singh, Clerk, Store Purchase Office
5.	Computer Course on Word Processing and use of AI (Chatgpt) inofficial work	3days	20.07.2026 to 22.07.2026	1. Brij Lal, JOA(IT), Establishment Branch 2. Leela Dhar, JOA(IT), Cash Section 3. Yash Pal Sharma, Sr. Asstt., Academic Branch
6.	CCS(Conduct Rules) 1964 & Procedure of Disciplinary Proceedings under CCS (CCA) Rules 1965	3days	27.07.2026 to 29.07.2026	1. Narinder Mohan Napta, Assistant Registrar, ICDEOL. 2. Savitri Devi, Supdt. Gr. II, Deptt. of English 3. Anil Verma, Supdt. Gr. II (EC), GA Section 4. Abhishek Chauhan, JOA(IT), A/c-II

7.	Communication and Presentation Skills	3days	29.07.2026 to 31.07.2026	1. Ravi Kant, Sr. Asstt., Internal Audit Office 2. Birbal Singh, Exam-III(B.Tech) 3. Kushal Dev Lagwal, Clerk, UGC-MMTTC
8.	RTI Act 2005 and HP Public Service Guarantee Act 2011	2days	30.07.2026 to 31.07.2026	1. Wazir Chand, Sr. Asstt., M.Com. Exam 2. Ajay, Sr. Asstt., Chief Warden's Office 3. Rajinder Kumar, Clerk, ICDEOL 4. Bir Singh, Sr. Asstt., TDC-II, Exam-I
9.	Cyber Security	2days	30.07.2026 to 31.07.2026	1. Shashi Dogra, Computer Programmer, CCEW 2. Nisha, Computer Programmer, ICDEOL 3. Vineet Sonkhla, JOA(IT), Networking & Wi-Fi, HPU

The above officers/officials are directed to submit their training certificates to the undersigned immediately after the successful completion of training.

REGISTRAR

Dated: **10 1 JUL 2026**

Endst. No. Even

Copy To:-

1. All the officers/officials noted above.
2. The Director, Dr. Manmohan Singh, H.P. Institute of Public Administration, Fairlawn, Shimla-171012 w.r.t. letter No. HIPA(Trg.) G-15/2004-XVI-2390-2520 dated 07-05-2026 for information.
3. The Chief Warden, HPU, Shimla-5
4. The Director, ICDEOL/UIT/UILS, HPU, Shimla-5
5. The Controller of Examinations, HPU, Shimla-5
6. The Chairman, Deptt. of Laws/Yoga/English/Budhhist Studies, HPU, Shimla-5
7. The Finance Officer, HPU, Shimla-5.
8. The Incharge Placement Cell, Networking & Wi-Fi, HPU & Web Admin., Shimla-5
9. The Deputy Registrar/Assistant Registrar (Estt./GAD/Accounts/ Academic/Exam-I/II/III/TDC-II, H.P. University, Shimla-5.
10. *The Web Administrator, HPU, Shimla-5 with the direction to upload the above Office order on the University Website.*
11. SPS/PS to the Vice-Chancellor/Pro Vice Chancellor/Registrar, HPU, Shimla-5.
12. Guard file.

REGISTRAR