# HIMACHAL PRADESH UNIVERSITY
## 'General Administration Section'

File No. 4-1/82-HPU (Genl.)                    Dated: **2 7 DEC 2025**

### OFFICE ORDER

The Dr. Manmohan Singh, Himachal Pradesh Institute of Public Administration, Fairlawn, Shimla-171012 is conducting Two/Three Days Training Programme w.e.f. 29.12.2025 to 31.01.2026. The following Officers/officials of the University are directed to attend the said training programme at Dr. Manmohan Singh Himachal Pradesh Institute of Public Administration Fairlawn, Shimla-171012 as per scheduled dates as under:-

| Sr No. of Training Programme | Name of the Programme | Name of officer/Official/Designation/place of posting S/Sh. |
|---|---|---|
| **29-12-2025 to 31-12-2025** | | |
| 8 | IT Skills for Productivity (GoI) Sponsored Programme) | Pawan Kumar, JOA, IQAC Cell |
| | | Leela Dhar, JOA, Cash Section |
| | | Sandeep Kumar, JOA, Estt. Branch |
| | | Anil Kumar, Clerk, IIHS/DIS |
| **01-01-2026 to 03-01-2026** | | |
| 1 | Data Analysis & Visualisation Techniques for Government Decision Making | Vineet Sonkhla, JOA, Wi-Fi Networking |
| | | Manoj Kumar Sharma, Technical Assistant, IQAC |
| | | Sunil Kumar, Clerk, BA-III Exams |
| **05-01-2026 to 07-01-2026** | | |
| 2 | Communication and Presentation Skills | Jagdish Kumar, JOA, Enquiry/ Reception |
| | | Maan Singh, Clerk, BA-III (Exams) |
| | | Rajat Dhiman, Clerk, O/o Chief Warden |
| | | Suneet, Clerk, B.Ed. Exams |
| **05-01-2026 to 09-01-2026** | | |
| 3 | Office Procedure & Financial Administration | Prakash Chand, Supdt. (Accounts-I) |
| | | Abhishek Chauhan, JOA, (Accounts-II) |
| | | Kamal Sharma, JOA, GPF Section |
| | | Vivek Sharma, JOA, Budget Section |
| **12-01-2026 to 14-01-2026** | | |
| 4 | Gender Sensitization | Dr.Gulabi Devi, Assistant Registrar, Deptt. of Interdisciplinary Studies |
| | | Rama Baby, Section Officer, Academic Branch |
| | | Amit Verma, Supdt. Gr.-II, Directorate of Physical Education & YP |
| **12-01-2026 to 13-01-2026** | | |
| 5 | Official Communication Skills: Noting & Drafting | Bodh Raj, JOA, BA-II |
| | | Mukesh Kumar, Clerk, OT/MIL |
| | | Narender Kumar, Sr. Asstt., Estt. Branch |
| | | Shivani, Senior Assistant, HPU Main Library |
| **15-01-2026 to 17-01-2026** | | |
| 6 | Disciplinary Proceedings/ Conduct Rule/ Departmental Enquiry | Suresh Kumar, Supdt. Gr-II, Estt. B |
| | | Hari Dass, JOA, Estt. Br. |
| | | Dr. Davinder Kumar, Senior Assistant,Estt. Br. |
| | | Shivani, Supdt. P &DO. |

| | 21-01-2026 to 23-01-2026 | |
|---|---|---|
| 7 | Training Programme on Sevottam for Senior and Middle Level Officers | Hem Chand, Assistant Registrar, Estt. Br. |
| | | Ranjna Arora, Section Officer, A/c-II |
| | | Jasbir Singh, Section Officer, Exam.-II (MBA) |
| | **28-01-2026 to 29-01-2026** | |
| 8 | RTI Act 2005 and HP Public Service guarantee Act 2011 | Anil Kumar, Supdt EC, GA Section |
| | | Devinder, JOA, Estt. Br. |
| | | Khem Raj, JOA, Estt. Br. |
| | | Yash Pal, Clerk, Academic Branch |
| | **29-01-2026 to 31-01-2026** | |
| 9 | Conflict Resolution | Dheeraj, JOA, O/o DS |
| | | Sanjay Kumar, Clerk, O/o COE |
| | | Narender Kumar, Sr. Astt., Estt. Br. |
| | | Lalit Kumar, Supdt. EC, BA-III Exams |

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

**REGISTRAR**

Endst:No even

Dated: **2 7 DEC 2025**

Copy for information and similar necessary action to:-

1. All the officer/officials mentioned above.
2. The Additional Director, Dr. Manmohan Singh, H.P. Institute of Public Administration, Fairlawn, Shimla-171012 with reference to letter No. HIPA(Trg.)G-15/2004-XVI-5052-5182 dated 07-11-2025 for information.
3. The DS/DSW/Chief Warden/Dean, CDC, HPU, Shimla-5
4. All the Directors/Chairpersons of Teaching Department, HPU, Shimla-5
5. The Incharge, Library, HPU. Shimla-5
6. The COE/ACOE, P& DO, H.P. University, Shimla-5
7. The Finance Officer, H.P. University, Shimla-5
8. The Public Relation Officer, HPU, Shimla-5
9. The D.R/A.R (Estt./Acad./Admn.), H.P. University, Shimla-5
10. The Joint Controller, LAD/ IAO, HPU. Shimla-5
11. **The Web Administrator, HPU, Shimls-5 with the direction to upload the above Office Order on the University Website.**
12. The SPS/PS to VC/PVC/ Registrar, HPU, Shimla-5
13. The Guard File.

**REGISTRAR**