

**HIMACHAL PRADESH UNIVERSITY**  
**'General Administration Section'**

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

Dated: **01 OCT 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 October, 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 October, 2026 at HIPA, Fairlawn, Shimla-12**

| Sr. No. | Name of the Programme                                                       | Duration | Dates                    | Name of Officers/Officials S./Sh./Smt.                                                                                                                                                                                                        |
|---------|-----------------------------------------------------------------------------|----------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.      | RTI Act 2005 and HP Public Service Guarantee Act 2011                       | 2 days   | 05.10.2026 to 06.10.2026 | 1. Geeta Ram, Section Officer, DSW<br>2. Sunil Kumar, Supdt. Gr.-II, Construction Division<br>3. Hament Kumar, Sr. Asstt., Establishment Branch<br>4. Duni Chand, JOA(IT), Secrecy Branch                                                     |
| 2.      | Office Procedure and Financial Administration                               | 5 days   | 05.10.2026 to 09.10.2026 | 1. Prabha, Sr. Asstt., GPF Section<br>2. Suresh Kumar, JOA(IT), VC Office<br>3. Bhupender Himral JOA(IT), Budget Branch<br>4. Shubham Choudhary, JOA(IT), Accounts-I Section                                                                  |
| 3.      | Training Programme on Sevottam for Good Governance                          | 3 days   | 12.10.2026 to 14.10.2026 | 1. Bishamber Singh, Section Officer, TDC-I, Exams-I<br>2. Rai Singh, Section Officer, Internal Audit Office<br>3. Raj Kumar, Supdt. Gr.-II, B.Tech./Medical Sciences, Exams.<br>4. Jagdish Verma, Supdt. Gr.-II, COE Diary & Despatch Section |
| 4.      | Computer Course on Word Processing and Use of AI (Chatgpt) in official work | 2 days   | 12.10.2026 to 13.10.2026 | 1. Anil Kumar, Sr. Asstt., HPU Model School<br>2. Reema Kanwar, Sr. Asstt., Chief Warden's Office<br>3. Suman Ravat, Sr. Asstt., Dean CDC<br>4. Prakash Chand Gupta, Clerk, Central Diary                                                     |
| 5.      | Official Communication Skills: Noting and Drafting                          | 3 days   | 21.10.2026 to 23.10.2026 | 1. Achharu Ram, Sr. Asstt., DS Office<br>2. Dhanesh Kumar, JOA(IT), Deptt. of Foreign Language<br>3. Nisha Devi, JOA(IT), Deptt. of History<br>4. Vipin Thakur, JOA(IT), ICDEOL/CDOE                                                          |
| 6.      | Communication Skills                                                        | 3 days   | 21.10.2026 to 23.10.2026 | 1. Ravi Singh, Supdt. Gr.-II, Accounts-I<br>2. Rakesh Kumar, Clerk, Deptt. of Psychology<br>3. Ganesh Kumar, Clerk, Deptt. of Microbiology<br>4. Sushank Sharma, JOA(IT), DSW                                                                 |

|    |                                                                                            |        |                          |                                                                                                                                                                                                 |
|----|--------------------------------------------------------------------------------------------|--------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. | CCS (Conduct Rules) 1964 & Procedure of Disciplinary Proceedings under CCS(CCA) Rules 1965 | 3 days | 22.10.2026 to 24.10.2026 | 1. Vineet Sood, Section Officer, VC Office<br>2. Nisha Devi, Sr. Asstt., ICDEOL/CDOE<br>3. Hemant Kumar, Sr. Asstt., DSW<br>4. Asha Devi, JOA(IT), ICDEOL/CDOE                                  |
| 8. | Communication and Presentation Skills                                                      | 3 days | 29.10.2026 to 31.10.2026 | 1. Sher Singh, Supdt. Gr.-II(EC), Reception and Enquiry<br>2. Neem Chand, Sr. Asstt., Deptt. of Pol.Sc.<br>3. Sanjay Kumar, Clerk, O/o the COE<br>4. Shalini Sood, Clerk, Chief Warden's Office |

Accordingly, all the above officers/officials of the University are hereby directed to attend five/three/two days training programme at Dr. Manmohan Singh, Himachal Pradesh Institute of Public Administration, Fairlawn, Shimla-171012 as indicated against their names.

The above officers/officials are also directed to submit their training certificates directly in the office of Establishment Branch immediately after the successful completion of training.

  
Registrar  
Dated:

01 OCT 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- 5324 dated 03-09-2026 for information.
3. The Dean of Studies/ Dean CDC/Dean of Students' Welfare/Chief Warden, HPU, Shimla-5
4. The Director, ICDEOL HPU, Shimla-5
5. The Controller of Examinations, HPU, Shimla-5
6. The Finance Officer, HPU, Shimla-5.
7. The Chairman, Department of Foreign Language/History/Psychology/Microbiology/Pol. Science, HP University, Shimla-5
8. The Principal, HPU Model School, Shimla-1.
9. The Executive Engineer (Construction/Maintenance) HPU Shimla-5.
10. The Deputy Registrar /Assistant Registrar (Estt. /VC Office /Accounts/ Internal Audit /GPF /Budget /Exam-I/II/III/Secrecy/ H.P. University, Shimla-5.
11. The Web Administrator, HPU, Shimla-5 with the direction to upload the above Office order on the University Website.
12. SPS/PS to the Vice-Chancellor/Registrar, HPU, Shimla-5.
13. Guard file.

  
Registrar