

From

Director General Higher Education, Haryana,  
Shiksha Sadan, Sector-5, Panchkula.

To

The Principal,  
All Government Colleges  
(in the District Jind, Jhajjar, Bahadurgarh, Panipat, Sonipat)

Memo No. kw 5/1-2018 NPE(2)  
Dated Panchkula, the 19/11/18.

**Subject: - One Week Course on “ Noting, Drafting, e-office and Services Rules (November 26-30,2018)” at HIPA,Divisional Training Centre, 1<sup>st</sup> Floor, Coop –Bank-Building(Near Bajrang, Bhiwani), Rohtak.**


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Kindly refer on the subject cited above.

A copy of letter No. HIPA/APFFM/NDES/11/2018 dated 03.11.2018 received from Course Director, Faculty of Financial Management, Haryana Institute of Public Administration (HIPA), Gurugram is sent herewith.

In this connection, you are requested to send the nominations of interested officer/officials as per the terms & conditions directly to HIPA, Gurgaon under intimation to this office.

Encls:- As above

  
Superintendent NPE  
for Director General Higher Education,  
Haryana, Panchkula



## Haryana Institute of Public Administration (HIPA)

(An Apex State Training Institute funded by Govt. of Haryana)

Dr. Lalit Kumar, Course Director (Faculty of Financial Management)

HIPA Complex, Plot No. 76, Sector 18, Gurugram, Haryana - 122015

Ph. 0124-2340690 / 2340413, Fax No.0124-2348452, Website: [www.hipa.nic.in](http://www.hipa.nic.in) E-Mail: [lalitkumarsetia@gmail.com](mailto:lalitkumarsetia@gmail.com)

No: HIPA/APFFM/NDES/11/2018

Date: 03/11/2018

To,

The Director  
Department of Higher Education  
ShikshaSadan, Sector 5,  
Panchkula (Haryana)

Sub: One Week Course on "Noting, Drafting, e-Office, and Service Rules (November 26-30, 2018)" at HIPA, Divisional Training Centre, 1st Floor, Coop. Bank Building (Near Bajrang Bhawan), Rohtak.

Dear Sir/Madam,


The Haryana Institute of Public Administration (HIPA) is an apex training institute of Government which facilitates Departments, Board & Corporations, Societies & Government-funded organizations for building capacity of officers/officials. I am directed to invite your attention on the subject cited above and to state that the above stated course is proposed to be organized. The course is meant for Principals, Associate Professors, Assistant Professors, Bursars, Administrative Officers, and others for whom the course may be beneficial. If funds are not available with offices of Govt. Departments, certificate may be submitted for waiving off of the training fees. The purpose, target group, training fees, objectives, tentative schedule of the course are detailed in module of the course is enclosed as Annexure - 'A'. There are no stay arrangements available for this course. As the programme is non-residential, therefore, the officers posted either in Rohtak or in nearby districts i.e. Jind, Jhajjar, Bahadurgarh, Panipat, Sonapat may be deputed in this course. There are limited seats in the course; kindly depute the officers at the earliest and send letter containing names of deputed officers/officials (in following format) preferably by email on [lalitkumarsetia@gmail.com](mailto:lalitkumarsetia@gmail.com).

Name	Designation	Official Address	Contact No.	E-Mail ID
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After receiving e-mail, a reply will be sent within 24 hours to that email with acceptance or rejection of the nominations. If reply is not received, the acceptance or rejection may be asked from course director (Dr. Lalit Kumar, 9416382720) telephonically. Thereafter the nominated officers/officials may be communicated accordingly. The nominee MUST NOT be relieved to attend the course till his/her nomination is not accepted by HIPA.

With warm regards,

Yours faithfully,

  
(Lalit Kumar)

**Noting, Drafting, e-Office, and Service Rules****Purpose**

The main objective of the above course is to enhance the competencies of participants in processing files, drafting replies, and ensuring effective use of official communication as per service rules at their workspace

**Target Group**

This course is intended for Financial and Administrative Officers including Finance Managers, Head of Offices, Drawing and Disbursing Officers (DDOs), Accounts Officers, Auditors, and Section Officers of Government Offices in Haryana.

**Course Fees** (To bear the cost to folders, writing pads, pens, tea, lunch etc.)

*The organizations which are connected with Haryana treasuries department and have no funds available for the payment of training fees can give in writing on office letter pad, "It is hereby certified that there is no budget provision for the payment of training fees of any training programme. In future, it will be tried to make budget provision for payment of fees" may be submitted.*

Other organizations (i.e. Boards, Corporations, autonomous bodies, societies etc.); may deposit training fee of Rs. 3000 (Three Thousands Rupees only) per participant by cheque in name of the "Haryana Institute of Public Administration, Gurugram" or deposited electronically:

Name	Haryana Institute of Public Administration, Gurgaon.	Bank A/c	08892010008860
Bank	Oriental Bank of Commerce	Type	Saving Bank A/c
Address	Sector-17, Gurgaon	IFSC	ORBC 0100889
MICR	110022099	PAN of HIPA	AAAAD8042Q
GST No.	06AAAAD8042Q1ZG		

**Learning Outcomes**

By the end of this course participants will be able to:

- Deal and supervise official receipts and files including RTI and CM Window responses with noting and drafting skills
- Describe service rules including joining time, pay rules, ACP Rules, GIS, Conduct Rules, Punishment and Appeal Rules, and Leave Rules
- Implement Outsourcing policy and compute medical reimbursement, retirement benefits including pension, gratuity, and leave encashment
- Describe the functioning of e-Office and Human Resource Management System

**Tentative Schedule**

Date & Day	I	II	III	IV
<u>First Day</u>	Registration and Introduction to Course Components	Official Communication and Service Rules: An Overview	Good Governance : Dealing issues relating RTI and CM Window	
<u>Second Day</u>	Pay and ACP Rules	Modalities in implementing General Insurance Scheme	Conduct Rules (Do and Don't for Govt. Employees)	MS-Word : Font and Paragraph Formatting, Tabulation, and Find & Replace
<u>Third Day</u>	Medical Reimbursement Policy and Cashless Treatment	Outsourcing Policy (Part I and II)	Joining Time, Leave Rules, and Retirement Benefits	
<u>Fourth Day</u>	Noting and Drafting Skills	Punishment and Appeal Rules		e-Office : File Management System
<u>Fifth Day</u>	Human Resource Management System (HRMS)	FAQ on Training Inputs through Group interactions		Feedback and Valediction

TEA BREAK: Forenoon and Afternoon & LUNCH: Afternoon

**Tentative Schedule**

**Course on "Noting, Drafting, e-Office, and Service Rules" (November 26-30, 2018)**

<b>Date &amp; Day</b>	<b>9:30 am to 10:45 am</b>	<b>11:00a.m. to 12:15 p.m.</b>	<b>12:15 to 1:30 p.m.</b>	<b>2:00 to 3:15 p.m.</b>
<u>26.11.2018</u> <u>Monday</u>	Registration -Vishnu Dass Introduction to Course Components -Lalit Kumar	Official Communication and Service Rules. An Overview -Lalit Kumar	Good Governance: Dealing issues relating to RTI and CM Window	
<u>27.11.2018</u> <u>Tuesday</u>	Pay and ACP Rules -Rajesh Kumar	Modalities in implementing General Insurance Scheme -Rajesh Kumar	Conduct Rules (Do and Don't for Govt. Employees) -Lalit Kumar	MS-Word: Font and Paragraph Formatting, Tabulation, and Find & Replace -Lalit Kumar
<u>28.11.2018</u> <u>Wednesday</u>	Medical Reimbursement Policy and Cashless Treatment -Norang Lal	Outsourcing Policy (Part I and II) -Norang Lal	Joining Time, Leave Rules, and Retirement Benefits	
<u>29.11.2018</u> <u>Thursday</u>	Noting and Drafting Skills -Lalit Kumar	Punishment and Appeal Rules		e-Office: File Management System -Lalit Kumar
<u>30.11.2018</u> <u>Friday</u>	Human Resource Management System (HRMS) -Lalit Kumar	FAQ on Training Inputs through Group Interactions -Lalit Kumar	Feedback and Valediction	

**TEA BREAK: 10:45-11:00 A.M. & 3:15-3:30 P.M. and LUNCH: 1:30-2:00 P.M.**

**Course Director: Dr. Lalit Kumar**

**Venue: HIPA, Divisional Training Centre, 1st Floor, Coop. Bank Building (Near Bajrang Bhawan), Rohtak.**