

THE INSTITUTE

The Himachal Pradesh Institute of Public Administration, popularly known as HIPA, was established on January 1, 1974 at 'FAIRLAWN', a place about 12 kms. from Shimla on Shimla-Mashobra road. The Institute, housed in a building with a historical past is located amidst serene and picturesque surroundings with well laid out spacious and luxuriant lawns. The building was originally constructed by one Mr. R.Dixon of the foreign office of British India. Later, it was purchased by Nawab Muzaffar Ali Khan Quizzalbash of Maler Kotla. On his migration to Pakistan in 1947, the property came to the Government of Punjab State, which converted it into a Circuit House. At the time of re-organization of States in November, 1966, the property was transferred to Himachal Pradesh Government, which subsequently selected it for setting up the Institute. The Institute functions under the Department of Training and Foreign Assignment, Government of Himachal Pradesh and is headed by a Director who is an officer of the Indian Administrative Service.

ACTIVITIES

The Himachal Pradesh Institute of Public Administration is a multi-disciplinary organization that aims to promote the capacity of Government functionaries at all levels to help them to improve their working to facilitate the economic and social well being of people in the State. Its endeavour is to inculcate a better sense of purpose, dedication and appropriate skills among the officers of the State in the discharge of their duties and responsibilities. HIPA main concern is to help in develop the professional competence of individual officers of not only of the State Government departments but also its parastatal organizations. HIPA conducts, towards this end, various professional, foundational, specialized programmes as well as the off campus programmes in the Tribal districts of the state. Apart from its campus at Fairlawn Shimla HIPA also conducts a number of training programmes at all non tribal district headquarters of the State through its network of two regional and 8 District Training Centres.

TRAINING CALENDAR

The details of the training programmes proposed to be conducted during 2013-14 are available in the succeeding pages.

The Training Calendar is also available on our Website (<http://hipashimla.nic.in>).

PARTICIPATION IN TRAINING PROGRAMMES

Circulars inviting nominations are issued 8 weeks in advance, before the commencement of each course.

Nominations should reach the Director, H.P. Institute of Public Administration, Fairlawn, Shimla-171012 at least 3 weeks before the commencement of the programme. This will facilitate dispatch of acceptance/ confirmation and arrangements for the course.

Acceptance of nominations is generally issued 2 weeks in advance of the commencement of the Course. The nominees are advised not to move for training without confirming their nomination for the programme.

TRAINING INFRASTRUCTURE

CONFERENCE HALL

The Institute has two well equipped and tastefully furnished conference halls with seating capacity of 120 and 60 respectively having state of art audio-visual support including recording facilities.



CLASS ROOMS

The Institute has also 6 well furnished classrooms each with seating capacity of about 25-30 trainees. The classrooms have all modern teaching aids e.g. Computers, LCD screen/projectors, White Boards, PA systems, (Collar/Cordless mikes) OHP, etc. Facilities for photocopying are available for all programs.



RESIDENCES

Located in picturesque surroundings and impressed by cool, calm and unpolluted environment, the Institute has two hostels and two guest houses within its campus for trainee officers and faculty members visiting HIPA. 70 double-bedded rooms with attached bathrooms are well equipped to make the stay of visitors comfortable. The Institute also has provision of suitable accommodation for the use of accompanying support staff, if any.



CATERING

The Institute has a modern kitchen and Dining Hall, and can provide catering facilities for upto 200 trainee officers at one time. Our cooks are well trained to provide all types of food to those coming for training programmes. All meals are served in Dining Hall only. Morning tea is however served in the hostel rooms.



TRANSPORT

The Institute has 2 buses and 4 light vehicles to bring participants and guests from the city. Others trips are made as per requirement. Extra vehicles are hired as and when the need arises. Institute Campus has facility for parking of nearly 60 vehicles.



TELEPHONES

All rooms in the guest houses have telephone facilities of receiving incoming calls. Mobile phones of all major operators work in the campus.

INTERNET

The Institute has leased line broadband connection with round the clock internet connectivity. All the rooms of guest houses are provided with independent port for internet connectivity. Wi-Fi facility for internet is also available throughout the institute.

LIBRARY

The Institute library is well equipped having nearly 44,000 books on different subjects. In addition, it subscribes to nearly 100 periodicals, journals and magazines besides 22 newspapers in Hindi and English. New books are regularly added. The library catalogue is digitized can be located on the internet. 10 computers with internet facility are installed in the library for the use of visitors, trainees and researchers. Facilities for photocopying i.e. (Black & White and Coloured) and laminating machine are also available.



INFORMATION TECHNOLOGY CENTRE

HIPA has a state-of-the-art Information Technology Centre for the conduct of various IT related training programmes. The IT Centre is on LAN with internet linkage facility. Two well equipped computer labs with dedicated lecture theaters can provide training up to 60 participants on individual computers at a time. HIPA centers at Mandi, Dharamshala, Chamba and Nahan also have IT training facilities with individual computers for 25-30 participants each and such centres at other districts may be up coming in near future.



TRAINING STRATEGY

The H.P. Institute of Public Administration is an apex training Institute of the state of Himachal Pradesh and is a multi-disciplinary organization that aims at promoting the capacity of Government functionaries at all levels through training. It also helps them to improve their working to facilitate the economic and social well being of people of the State. The Institute comprises ATI (Administrative Training Institute), SIRD(State Institute of Rural Development),SAS (Subordinate Account Services, BODE(Board of Departmental Examination), DMC (Disaster Management Centre) and Information Technology Centre and its endeavour is to inculcate a better sense of purpose, dedication and appropriate skills among the officers/ officials of the State in discharge of their duties and responsibilities. The main concern is to help in developing the professional competence of officers not only of the State government departments but also of other governmental organizations. HIPA conducts a variety of training programmes. Apart from its campus at Shimla, the Institute also conducts training programmes at district headquarters of the State through its three Regional/ District Training Centres at Mandi, Dharamshala , Chamba and Nahan.

STATE TRAINING POLICY

The H.P. State Training Policy, 2009 of the State Government of H. P. envisage that every personnel from Class-1 to Class-IV are required to undergo training for his/her skill development at the time of induction and thereafter at least once in five years or before promotion. The Training Policy has following important features:-

1. Training for all
2. Training Coverage
3. Training Manual
4. Training Plan.
5. Training Manager
6. Training Methodology.
7. Training Budget

FORMULATION OF TRAINING MANUALS BY THE DEPARTMENT

The H.P. State Training Policy states that training may be imparted at Training Institutions or at the work places or on decentralized basis at District, Sub-District levels by the departments. The training tools would depend on the target group. However, all available modern methods of training like lectures, group discussions, project work, audio visual materials, printed materials, case studies/action learning, brain storming exposure visits etc. shall be used. The departments have been asked to formulate training manuals based on training needs analysis. The departments then are required to communicate and request for arranging appropriate training by the training Institutes. The department may assess the impact of training on each participant and may reflect it through grading system which aspect should be given weightage at the time of promotion of such employee to the next higher post.

TRAINING NEEDS ANALYSIS

The recent past has seen a paradigm shift in the economic, political, social and technological scenario all around and this State is no exception. This has necessitated taking stock of the available Human Resources both quantitatively and qualitatively. It hardly needs to mention that the competence, skills and attitudes of the State Govt. employees have a great bearing on the quality of their output. This casts upon the government a duty to ensure that it makes all efforts to improve the competence of its employees who are the principal agents of delivering the State services to its people. And this effort need not remain confined to the time of induction in service of these employees but shall continue throughout the period that such employees remain in government service. A conscious policy for the development of the human resources available with the State Government would, therefore, require to be fostered for harvesting technological, economic, political and social change. Training needs analysis is an integrated part of training manual of all departments.

Training is valuable to both employee and employer. Increased knowledge and skills make them more productive in their workplace and thus more valuable to the organization.

Another reason to train is because it helps to keep employees motivated and breaks up their normal routine. Some people sit in the same office for years doing the same things in a similar fashion over and over. Training can help them to get beyond the daily routine and perhaps energize them to do work better.

Part of the energizing process of training is found in the relationships formed during training sessions. Training offers a time to network with and connect with other professionals.

It is important that all employees are updated on their knowledge periodically and are acquainted with the latest developments not only in their area of working but also with the ever changing environment of governance.

TRAINING MODULES AS PER REQUIREMENT/DEMAND OF THE DEPARTMENTS:

In view of the demand/request of the departments, HIPA has ensured that training slots are available for the departments in its annual training calendar.

NEW INITIATIVES:

To enhance capabilities of resource persons and also to develop training managers in different departments, a number of specialized training programmes have been introduced for the purpose.

- **MOT (Management of Training)** : The aim of MoT Course is to sensitize and acquaint the participants with the Management of Training, Training Policy and roles and responsibilities of training managers. It also helps the participants in formulation of training manuals and annual training plan.
- **TNA (Training Needs Analysis)**: The aims of TNA course is to help the participants to develop TNA Consultancy Skills so that they can assist client organizations to improve performance through recommending appropriate

- training and non- training solutions. TNA Course is based on ‘experiential learning’ and as such is not a ‘taught’ course having classroom lectures. It has a series of practical learning activities-some simulated by the use of a case study and other actual field based situations.
- **DTS (Direct Trainers Skills):** The aim of DTS Course is to provide the participants an opportunity to develop basic institutional skills. Acquisition of these skills will enable trainers to make an effective contribution to their institutions courses as well as individuals development. The fundamental functions of a trainers such as delivering lectures, run exercises / games , coach individual learners are given stress in the DTS course. Successful completion of Direct Trainer Skills (DTS) Course is a pre- requisite for Design of Training (DoT) Course.
 - **DOT (Design of Training) :** The aim of the DoT Course is to provide further advice and development opportunities to enable the trainers to undertake the additional responsibilities of training design. For nominations to the DoT Course completion of DTS Course is a pre- requisite as DoT Course builds upon concepts and skills introduced in the DTS course.
 - **EOT (Evaluation of Training) :** The Evaluation of Training Course is intended to institutional and departmental trainers, stakeholders in client organizations, and officials representing funding agencies. The course is especially suited to those who have a direct responsibility for the development, administration or management of an organization’s EoT function.

GENERAL TRAINING TO BE CONDUCTED BY HIPA

The following training programmes will be conducted by the Institute during the year 2013 -2014:

- Institutional training for IAS Probationers
- Foundation Course for HAS & Other Gazetted Officers
- Professional Course for HAS Officers
- Subordinate Accounts Services (SAS) Training
- SIRD Programmes for District /Block Level Officers
- Office Procedure and Financial Administration
- Training on Income Tax
- Sevottam Service Delivery /Citizens Charter
- Good Governance
- Communication and Presentation Skills
- Court Procedure
- Course on Ministering Tax Administration
- Right to Information Act, 2005
- Disaster Management
- Ethics and Value
- E-Governance & Information Technology related trainings
- H.P. Public Services Guarantee Act, 2011

SPECIAL TRAINING TO BE IMPARTED:

The following special training will be imparted by the Institute during the year 2013-2014 which will be available to all the departments.

- MOT (Management of Training)
- TNA (Training Needs Analysis)
- DTS (Direct Training Skills)
- DOT (Design of Training)
- EOT (Evaluation of Training)

TRAINING PROGRAMMES 2013-14

PROFESSIONAL COURSES

INSTITUTIONAL TRAINING FOR IAS PROBATIONERS 2011 BATCH

Aims and Objectives

- Helps to develop values, ideals and attributes desirable in an officer belonging to IAS.
- To acquaint probationers with the local laws, local culture, custom, environments and functioning of the State Government and its agencies.
- Learn about working of various Departments of State Govt. and PSUs.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
IAS Probationers of 2011 batch	PC (Director)	17 th June to 27 th July, 2013

FOUNDATION COURSE FOR HAS AND OTHER GAZETTED OFFICERS

Aims and Objectives

- To acquaint officers with basic understanding of the constitutional, political, socio-economic and legal framework
- To make the officers professional in their approach and make them aware about the challenges and opportunities of Civil Services.
- To familiarize them with various administrative, financial legal issues through a well defined syllabus.
- To acquaint them with the provisions of Right to Information Act, 2005, to acquaint them with the concept of responsive administration.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
HAS and Other Gazetted Officers of the State Government directly recruited and recommended by Govt.	KCC (Additional Director)	16 th Sept. to 16 th Nov., 2013

PROFESSIONAL TRAINING FOR HAS OFFICERS OF 2011 BATCH

Aims and Objectives

- Enabling the officers to acquaint themselves with the local laws, local culture, Institutional and work environment.
- To acquaint the officers with various legislative/statute to be enforced as an executive magistrate.
- Acquisition of IT skills, Vehicle Act & Rules, Target shooting, Arms Rules, e-samadhan, e-governance etc.
- Legislative procedures and work.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
HAS Officers 2011 batch.	KCC (Additional Director)	18 th Nov., 2013 to 1 st February, 2014

SAS(OB)- PART-I + II

Aims and Objectives

- To enable the trainees to understand and learn the system and role of Financial Administration in Government and PSUs.
- To enable them to understand their role and functions as Financial Advisors to Government Departments and PSUs.
- To expose and prepare the participants in understanding and application of various service, accounts and financial rules, practices and procedure in the Govt. and PSUs.
- To make them literate in computer basics and its application in their working.
- To acquaint them with the provisions of Right to Information Act, 2005 and the duties and obligations of government officials under the Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Direct recruits of Subordinate Accounts Services of H.P.	KKS	Part- I: 1 st July-13 th Dec., 2013 Part- II: (dates will be decided later-on)

SIRD PROGRAMMES

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
District /Block level officers & elected representatives of PRIs upto Zila Parishad level.	SCS	10-12 April, 2013 (MGNREGA)	16-18 April, 2013 (IWMP)	16-18 April, 2013 (Nirmal Bharat Abhiyan)
		22-24 April, 2013 (MGNREGA)	22-24 April, 2013 (OPFA)	25-27 April, 2013 (IWMP)
		29 Apr.-01May, 2013 (Nirmal Bharat Abhiyan)	02-04 May, 2013 (OPFA)	06-08 May, 2013 (MGNREGA)
		06-08 May, 2013 (IWMP)	08-10 May, 2013 (Nirmal Bharat Abhiyan)	13-15 May, 2013 (OPFA)
		16-18 May, 2013 (IWMP)	16-18 May, 2013 (Nirmal Bharat Abhiyan)	20-22 May, 2013 (MGNREGA)
		27-29 May, 2013 (MGNREGA)	27-29 May, 2013 (OPFA)	30May-01 June, 2013 (IWMP)
		30May-01 June, 2013 (Nirmal Bharat Abhiyan)	01-06 July, 2013	01-06 July, 2013
		22-27 July, 2013	22-27 July, 2013	29 July-03 Aug., 2013
		29 July-03 Aug., 2013	05-08 Aug., 2013	05-08 Aug., 2013
		12-17 Aug., 2013	12-17 Aug., 2013	26-31 Aug., 2013
		26-31 Aug., 2013	09-13 Sept., 2013	09-13 Sept., 2013
		16-21 Sept., 2013	16-21 Sept., 2013	23-28 Sept., 2013
		23-28 Sept., 2013	30 Sept.-05 Oct., 2013	30 Sept.-05 Oct., 2013
		07-11 Oct., 2013	07-11 Oct., 2013	14-19 Oct., 2013
		14-19 Oct., 2013	21-25 Oct., 2013	21-25 Oct., 2013
		28 Oct.-02 Nov., 2013	28 Oct.-02 Nov., 2013	04-08 Nov., 2013
		04-08 Nov., 2013	11-16 Nov., 2013	11-16 Nov., 2013
		18-23 Nov., 2013	18-23 Nov., 2013	25-30 Nov., 2013
		25-30 Nov., 2013	02-07 Dec., 2013	02-07 Dec., 2013
		09-13 Dec., 2013	09-13 Dec., 2013	16-21 Dec., 2013
		16-21 Dec., 2013	23-28 Dec., 2013	23-28 Dec., 2013
		06-10 Jan., 2014	06-10 Jan., 2014	13-18 Jan., 2014
13-18 Jan., 2014	20-24 Jan., 2014	20-24 Jan., 2014		
27 Jan.-01 Feb., 2014	27 Jan.-01 Feb., 2014			

SPECIALIZED PROGRAMMES

➤ *OFFICE PROCEDURE & FINANCIAL ADMINISTRATION*
 ➤ *DISCIPLINARY PROCEEDINGS/ CONDUCT RULES/ DEPARTMENTAL ENQUIRY*

Aims and Objectives

- To make the participant aware of Indian Financial Administration System, Centre-State Financial Relations and Resource Sharing, Budgeting and Accounting in govt., Stores Management in Govt., Regulatory mechanism to administrating State Finance. Audit, its importance and role of CAG with respect to audit, Financial Control system in Government, Parliamentary Financial Control and to equip the participants with CCS (CCA) Rules and PWD (People with Disability) Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES & CD	DATES & CD	DATES & CD
		KKS	DRN	KTB
Dy. Director, Asstt. Commissioner, HDO, ADO, Dy./Asstt. Registrar, ADA, DM/RM, DSP, College Principals and other Gazetted / Non Gazetted Officers of the State Government.	(Office Procedure & Financial Administration) KKS/DRN/KTB	08-12 April,2013	22-26 April, 2013	06-10 May, 2013
		20-24 May,2013	01-05 July, 2013	15-19 July, 2013
		29 July-02 August, 2013	19-23 August, 2013	02-06 Sept,2013
		16-20 Sept, 2013	23-27 Sept, 2013	30 Sept-05 Oct, 2013
		21-25 Oct, 2013	28 Oct-01 Nov.,2013	04-08 Nov., 2013
		18-22 Nov., 2013	02-06 Dec., 2013	16-20 Dec., 2013
		23-28 Dec., 2013	06-10 Jan, 2014	13-17 Jan, 2014
		20-24 Jan, 2014	03-07 Feb., 2014	17-21 Feb,2014
Non-Gazetted officers of the State Government	(Disciplinary Proceedings/ Conduct Rules/ Departmental Enquiry) H MV/VBL	DATES & CD	DATES & CD	DATES & CD
		VBL	H MV	VBL
		02-04 Apr,2013	16-18 Apr,2013	13-15 may,2013
		27-29 May, 2013	01-03 July, 2013	15-17 July, 2013
		05-07 August, 2013	12-14 August, 2013	29-31 August, 2013
	07-09 Oct., 2013	14-17 Oct., 2013	25-27 Nov., 2013	

TRAINING ON CrPC FOR HAS OFFICERS

Aims and Objectives

- To acquaint the HAS officers with various CrPC to be enforced as an executive magistrate.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	
HAS Officers	Additional Director	07-08 October, 2013	15-16 November, 2013

SERVICE DELIVERY/CITIZEN CHARTER

Aims and Objectives

- To make participants understand importance of ethical conduct behaviour at work place.
- To motivate participants to make ethical discussions & bring certain positive changes in one's life.
- To change one's existing habits & bring change in the way we want ourselves to be in order to be more fruitful to society.
- To explain concept of the Citizen Charter.
- To list out salient features and principles of Citizen Charter.
- To identify areas and applicability of Citizen Charter. (With Practical Exercises)

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES		
Senior and Middle level officers of State Govt. Departments	KKH	01-03 April, 2013	06-08 May, 2013	08-10 July, 2013
		21-23 August, 2013	09-11 Sept., 2013	

GOOD GOVERNANCE

Aims and Objectives

- To apprise the participants with the concept and emerging trends in Good Governance.
- To highlight the need for improved Governance in the changing economic and social circumstances.
- To acquaint them with the PWD (People with Disability) Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Senior and Middle level officers of State Govt. Departments	KKH	24-25 April, 2013	16-18 May, 2013	04-06 July, 2013
		18-20 July, 2-13	19-20 Sept., 2013	28-30 Nov., 2013

COMMUNICATION AND PRESENTATION SKILLS

Aims and Objectives

- To improve performance and understanding human behaviour.
- To understand the communication process, identifying communication problems and outlining ways to improve.
- To know more about inter personal communication, its goals, outcomes, problems and strategies for improvement.
- To acquaint them with the PWD (People with Disability) Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Officers of various Departments of the State Govt.	RKS	11-13 Nov., 2013	09-11 Dec., 2013	

COURT PROCEDURE

Aims and Objectives

- To define the duties and responsibilities of an officers in-charge (case)as define in code of civil procedures 1908.
- To generate awareness of the importance of Court work.
- To acquaint them with the procedure to be followed in Courts while acting as an agent of the State.
- To sensitize them to the role and conduct expected of a Judicial/ Quasi-Judicial officer in Court.
- To acquaint them with the PWD (People with Disability) Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES
Revenue Officers of State Govt.	RKS	16-20 April, 2013	20-24 May, 2013

COURSE ON MINISTRING TAX ADMINISTRATION

Aims and Objectives

- To acquaint the participants with the implementation of various Acts relating to Tax Administration.
- To impart basic knowledge of Excise Vat and other allied taxes Acts.
- To acquaint them with the PWD (People with Disability) Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES
Gazetted/Non –Gazetted Officers of Excise and Taxation Department	RKS	25-27 April, 2013	04-06 April, 2013

<i>RIGHT TO INFORMATION ACT, 2005</i> (Institute level Training Programmes)				
<u>Aims and Objectives</u>				
<ul style="list-style-type: none"> To equip the participants with the concept of Right to Information Act, 2005 				
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non Gazetted Officers of State Government (PIO's/APIO's & Appellate Authority)	GKS	05-06 April, 2013	16-17 April, 2013	22-23 April, 2013
		03-04 May, 2013	23-24 May, 2013	22-23 July, 2013
		19-20 August, 2013	23-24 Sept., 2013	07-08 Oct., 2013
		28-29 Oct., 2013	11-12 Nov., 2013	25-26 Nov., 2013
		09-10 Dec., 2013	06-07 Jan., 2014	20-21 Jan., 2014
		27-28 Jan., 2014	10-11 Feb., 2014	24-25 Feb., 2014

<i>RIGHT TO INFORMATION ACT, 2005</i> (Field level Training Programmes)		
<u>Aims and Objectives</u>		
<ul style="list-style-type: none"> To equip the participants with the concept of Right to Information Act, 2005 		
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
PIO/APIO & Appellate Authority, other officials and elected member of PRIs, Members of NGO, Media person	GKS	12 RTI workshops will be conducted at District/sub division block/Institution level.

<i>INTENSIVE TRAINING PROGRAMMES FOR HPSEB LTD.</i>		
<u>Aims and Objectives</u>		
<ul style="list-style-type: none"> Capacity building at cutting edge level officials having citizen interface. 		
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Technical and non technical staff	GKS	20 Training programmes will be conducted in the field.

TRAINING ON IMPORTANCE OF ETHICS AND VALUE

Aims and Objectives

- To understand the importance of ethical conduct behavior at work place.
- To motivate participants to make ethical discussions.
- To acquaint them with the PWD (People with Disability) Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES
Sr. & Middle Level Officers of State Govt.	GKS	13-15 May, 2013	08-10 July, 2013

DISASTER MANAGEMENT

Aims and Objectives

- To acquaint officers about impact of Disasters on Human Lives, Property, Ecology and Environment.
- To familiarize the participants with the techniques of earlier forecasting and warning systems available.
- To identify immediate and long term measures for providing relief and rehabilitation to disaster victims

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Officers/ Officials of Revenue/ Home Guard/ Police/ Health/ IPH/ PWD/ Transport/ Education/ Panchayti Raj, Urban Local Bodies Deptt. & Chairman Zila Parishad	RKS	08-12 April, 2013	29 April-04 May, 2013	06-10 May, 2013
		13-18 May, 2013	27 May-01 June, 2013	01-06 July, 2013
		08-12 July, 2013	15-20 July, 2013	29 July-03 Aug., 2013
		05-08 Aug., 2013	19-24 Aug., 2013	26-31 Aug., 2013
		02-07 Sept., 2013	09-13 Sept., 2013	23-28 Sept., 2013
		30 Sept. -05 Oct., 2013	21-26 Oct., 2013	04-08 Nov., 2013
		18-23 Nov., 2013	09-13 Dec., 2013	16-21 Dec., 2013
		30 Dec., 2013-03 Jan., 2014	06-10 Jan., 2014	13-18 Jan., 2014
		20-24 Jan., 2014	27 Jan.-01 Feb, 2014	03-07 Feb., 2014
		10-15 Feb., 2014	17-22 Feb., 2014	24 Feb., -01 March, 2014

E-GOVERNANCE AND INFORMATION TECHNOLOGY

E-GOVERNANCE

Aims and Objectives

- To apprise the officers with the potential of ICT Tools and Technology for effective and efficient utilization in E-Governance.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non-Gazetted officers of State Government Departments.	SK	16-17 Aug., 2013	26-27 Aug., 2013	

COMPUTER TRAINING ON POWER POINT

Aims and Objectives

- To familiarize the participants with the basics of presentation programme and to impart them necessary skills to work with various features of power point Application.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non-Gazetted officers of State Government Departments.	SK	08-10 April, 2013	16-18 April, 2013	06-08 May, 2013
		20-22 May, 2013	24-26 July, 2013	12-14 Aug., 2013
		29-31 Aug., 2013	04-06 Sept., 2013	09-11 Sept., 2013
		30 Sept.2013 to 03 Oct.,2013	31Oct. 2013 to 02 Nov. 2013	04-06 Nov., 2013

COMPUTER TRAINING ON INTERNET & E-MAIL

Aims and Objectives

- To familiarize and apprise the participants with the basics of internet and to impart them necessary skills so that they can able to do net surfing, download & upload data, e-mail, attachment etc.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non-Gazetted officers of State Government Departments.	SK	27-28 May, 2013	22-23 July, 2013	07-08 Aug., 2013
		12-13 Sept., 2013	25-26 Oct., 2013	07-08 Nov., 2013
		02-03 Dec., 2013	09-10 Dec., 2013	17-18 Dec., 2013
		27-28 Dec., 2013		

COMPUTER COURSE ON SPSS (STATISTICAL PACKAGE FOR THE SOCIAL SCIENCES)

Aims and Objectives

- To familiarize and apprise the participants with the basics of Statistical Analysis Software (SPSS) and to impart them necessary skills to generate tabulated reports, charts etc. using the software.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Gazetted and Non-Gazetted officers of State Government Departments.	SK	05-06 Aug., 2013

COMPUTER COURSE ON TALLY

Aims and Objectives

- To familiarize and apprise the participants with the basics of accounting system and to impart them necessary skills to work on software for accounts and inventory management.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non-Gazetted officers of State Government Departments.	SK	25-27 Sept., 2013	28-30 Oct., 2013	

<i>COMPUTER COURSE ON MS-ACCESS</i>				
<p><u>Aims and Objectives</u></p> <ul style="list-style-type: none"> To familiarize and apprise the participants with the basics of database and to impart them necessary skills to work on Access database software. 				
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non-Gazetted officers of State Govt. Departments.	SK	25-27 Nov., 2013	05-07 Dec., 2013	

<i>COMPUTER COURSE ON AUTOCAD</i>				
<p><u>Aims and Objectives</u></p> <ul style="list-style-type: none"> To familiarize and apprise the participants with software application used for computer-aided design CAD and drafting. 				
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Engineers of different State Govt. Departments.	SK	28-30 November, 2013		

<i>BASIC COMPUTER TRAINING PROGRAMME ON MS WORD/ MS EXCEL & INTERNET</i>				
<p><u>Aims and Objectives</u></p> <ul style="list-style-type: none"> To familiarize and apprise the participants with the basics of computers and to impart them necessary skills to work on office automation, tools available under Windows. 				
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non-Gazetted officers of State Govt. Departments.	KK	02-06 April, 2013	22-26 April, 2013	29 April-03 May, 2013
		13-17 May, 2013	27-31 May, 2013	15-19 July, 2013
		29 July-02 Aug, 2013	19-23 August, 2013	02-06 Sept., 2013
		16-20 Sept., 2013	07-11 Oct., 2013	21-25 Oct., 2013
		18-22 Nov., 2013	02-06 Dec., 2013	09-13 Dec., 2013
		16-20 Dec., 2013	30 Dec., 2013-03 Jan., 2014	06-10 Jan., 2014
		13-17 Jan., 2014	20-24 Jan., 2014	

<i>MANAGEMENT OF TRAINING (MOT)</i>			
<p><u>Aims and Objectives</u></p> <ul style="list-style-type: none"> To sensitize and acquaint the participants with the Management of Training and Training Policy. To acquaint Training Manager's with their role and responsibilities To enable the participants about Formulation of Training manual. To enable the participants about Formulation of Training action plan. 			
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	
Gazetted officers from State Govt. Deptts.	HMV	08-12 April, 2013 (GOI)	

<i>TRAINING NEEDS ANALYSES (TNA)</i>			
<p><u>Aims and Objectives</u></p> <ul style="list-style-type: none"> To enable the trainees to comprehend and analyze the need for training. To equip the participants to conduct TNA. To sensitize and enable the participants with the Tools application for TNA. To make them understand about formulation of Training Need Analysis. To enable the participants to adopt systematic approach to Training. To enable the trainees how to conduct TNA. To enable the trainees to describe the need for training. 			
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	
Gazetted officers from State Govt. Deptts	HMV	29 April-10 May, 2013 (GOI)	

<i>DIRECT TRAINER SKILLS (DTS)</i>			
<p><u>Aims and Objectives</u></p> <ul style="list-style-type: none"> To sensitize and acquaint the participants with the Direct Trainer Skills. To enable the participants to conduct training sessions. To equip the participants with the techniques of transfer of learning. 			
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	
Gazetted officers from State Govt. Departments.	HMV	27 May-01 June, 2013 (GOI)	

DESIGN TO TRAINING (DOT)

Aims and Objectives

- To sensitize and acquaint the participants with the Design for Training
- To enable the participants to describe the techniques of Design for Training.
- To enable the participants in formulation of Design of Training.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	
Gazetted officers from State Govt. Departments.	HMV	08-12 July, 2013 (GOI)	

EVALUATION OF TRAINING (EOT)

Aims and Objectives

- To acquaint the trainees to comprehend EOT.
- To enable the participants to describe the Evaluation parameters of Training.
- To sensitize and acquaint the participants with the techniques of Evaluation of Training

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	
Gazetted officers from State Govt. Departments.	HMV	19-23 August, 2013 (GOI)	

PROGRAMMES AT REGIONAL TRAINING CENTRES/ DISTRICT TRAINING CENTRES

(Dates for these programmes will be decided by the Coordinators concerned)

DHARAMSALA			
S.No.	Programmes	No. of Prog.	Duration
1.	Basic Computer Course	10	5 days
2.	Computer Training on Power Point	5	3 days
3.	Computer Training on Internet	5	2 days
4.	Office Procedure and Financial administration	10	5 days
	Total	30	
MANDI			
S.No.	Programme	No. of Prog.	Duration
1.	Basic Computer	10	5 days
2.	Computer Training on Power Point	5	3 days
3.	Computer Training on Internet	5	2 days
4.	Office Procedure and Financial administration	10	5 days
	Total	30	
CHAMBA			
S.No.	Programme	No. of Prog.	Duration
1.	Basic Computer Courses	10	5 days
2.	Computer Training on Power Point	5	3 days
3.	Computer Training on Internet	5	2 days
	Total	20	
NAHAN			
S.No.	Programme	No. of Prog.	Duration
1.	Basic Computer Courses	10	5 days
2.	Computer Training on Power Point	5	3 days
3.	Computer Training on Internet	5	2 days
	Total	20	

DEPARTMENTAL EXAMINATIONS

*Departmental Examinations for
IAS/HAS/Tehsildars/Naib Tehsildars/Kanoongos/Patwaris/
ETIs/ Other Gazetted Officers of the State Government.*

PARTICIPATION LEVEL	DATES
All Gazetted and other officers required by Law to appear in the Departmental Examination	04-12 April, 2013 03-11 Oct., 2013

LEGEND

Sr. No.	Name & Designation of Course Director/Faculty Members	
---------	-------------------------------------------------------	--

1.	PC	Dr. Purnima Chauhan, IAS Director
2.	KCC	Sh. Kalyan Chand Chaman, HAS Addl. Director

Other Faculty Members

1.	KKH	Dr. K. K. Handa, Principal, College Cadre
2.	GKS	Dr. Gopal Krishan Sanghaik, Associate Professor (Pub. Admn.)
3.	RKS	Dr. Rakesh Kumar Sharma, Associate Professor (Eco. Admn.)

SAS Faculty Members

1.	KKS	Shri K.K.Sharma, Joint Controller (Fin. & Acctt.)
2.	DRN	Shri D. R. Negi, Joint Controller (Fin. & Acctt.)
3.	KTB	Sh. K. T. Bodh, Joint Controller (Fin. & Acctt.)
4.	HMV	Sh. Hira Mani Verma, Deputy Controller (Fin. & Acctt.)
5.	VBL	Sh. Vikas Bhusan Lali, Asstt. Controller (Fin. & Acctt.)

DMC Faculty Members

1.	RKS	Dr. R. K. Sood, Prof. & Head of DMC
2.	DB	Shri Desh Bandhu, Research & Documentation Officer

SIRD. Faculty Members

1.	SCS	Shri Satish Chand Sharma, Deputy Director (Research)
3.	RB	Shri Rajeev Bansal, Research Officer
2.	BG	Shri Bhanu Gupta, Core Faculty (Dev.)

I.T. Faculty Members

1.	SK	Shri Sandeep Kumar, Asstt. Professor(IT)
2.	KK	Ms. Kiran Kuril, Instructor (IT)

**HIMACHAL PRADESH INSTITUTE OF PUBLIC ADMINISTRATION
FAIRLAWNS, SHIMLA-171012**

Fax No. 2734679 (STD Code 0177)

OFFICERS AND FACULTY

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	Office	Res./mobile	
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Other Faculty Members

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Dr. Rakesh Kr. Sharma, Assoc. Professor (Eco.Admn)	2734682	9418095808	ati2.hipa@hp.gov.in

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Sh. K.T. Bodh, Joint Controller (F&A)	2734602	9418402745	fa3.hipa@hp.gov.in
Sh. H.M. Verma, Deputy Controller (F&A)	2734678	9418026963	fa4.hipa@hp.gov.in
Sh. Vilkas Bhushan Lalit, Asstt. Controller (F&A)	-	9805500011	

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SIRD Faculty Members

Sh. Satish C. Sharma, Deputy Director (Research)	2734781	9459582482	sird1.hipa@hp.gov.in
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Sh. Ravinder Kumar, Core faculty	2734608	9418121532	sird6.hipa@hp.gov.in
Dr. Vinay Kumar, Asstt. Core faculty	2734611	9459588893	sird4.hipa@hp.gov.in
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Sh. Manu Mahajan, Programmer	2734620	9882593423	pmu2.sird@hp.gov.in

IT Faculty Members

Sh. Sandeep Kumar, Asstt. Professor (IT)	2734700	9418266344	it1.hipa@hp.gov.in
Ms. Kiran Kuril, Instructor (IT)	2734610	-	it2.hipa@hp.gov.in

TRAINING PROGRAMMES IN THE MONTH OF APRIL, 2013

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date	1	2	3	4	5	6
Ist week		Disciplinary Proceedings/Conduct Rules/Departmental Enquiry				
	Service Delivery/Citizen Charterpp					
	Basic Computer Course (Word & Excel)					
					Right to Information Act,2005	
				Ministering Tax Administration		
Date	8	9	10	11	12	13
IInd week	Computer Course on Power Point					
	Office Procedure and Financial Administration					
	Management of Training Course (MOT) (GOI)					
			MGNREGA			
	Disaster Management					
		Discussion meet on UNEP-GEF-MoEF Access				
Date	15	16	17	18	19	20
IIIRD week		Disciplinary Proceedings/Conduct Rules/Departmental Enquiry				
		Computer Course on Power Point				
		Right to Information Act,2005				
		Ministering Tax Administration				
		SIRD (IWMP)				
		SIRD (Nirmal Bharat Abhiyan)				
		Training on Gender Budgeting -GOI				
Date	22	23	24	25	26	27
IVth week	Court Procedure					
	Office Procedure and Financial Administration					
	Basic Computer Course (Word & Excel)					
	Right to Information Act,2005		Good Governance			
	SIRD (MGNREGA)			SIRD (IWMP)		
	OPFA-SIRD					
Date	29	30	1-May	2-May	3-May	4-May
Vth week	Basic Computer Course (Word & Excel)					
	SIRD (Nirmal Bharat Abhiyan)			OPFA-SIRD		
	Disaster Management					
	Training Needs Assessment (TNA)					
					Right to information Act,2005	

TRAINING PROGRAMMES IN THE MONTH OF MAY, 2013

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date	6	7	8	9	10	11
Ist week	SAS-Part-II					
	SIRD (MGNREGA)					
	Office Procedure & Financial Administration					
	Disaster Management					
	SIRD (IWMP)					
	Training Needs Assessment (TNA)					
			Service Delivery /Citizen Charter			
			SIRD (Nirmal Bharat Abhiyan)			
	Computer Course Power Point				Two weeks state attachment of under secretaries	
Date	13	14	15	16	17	18
IInd week	OPFA-SIRD					
	SAS-Part-II			SIRD-IWMP		
	Disaster Management					
	Two weeks State Attachment of under secretaries of ISTM,GOI					
			SIRD-Nirmal Bharat Abhiyan			
	Basic Computer Course					
	Training on importance of Ethics and Values (GOI)					
	Disciplinary Proceeding /Conduct Rules/Deptt. Enquiry			Good Governance		
Date	20	21	22	23	24	25
IIIRD week	Office Procedure & Financial Administration					
	SIRD-MGNREGA					
		Two day workshop for IAS Officer				
	Court Procedure					
	Two weeks State Attachment of under secretaries		Mid- Career Training Programmed on Disaster Management for armed			
	Computer Course Power Point			Right to Information Act,2005		
	Date	27	28	29	30	31
IVth week	Basic Computer Course					
	Direct Trainer Skills (DTS) (GOI)					
	SIRD-MGNREGA			SIRD-IWMP		
	Disaster Management					
	OPFA-SIRD			SIRD-Nirmal Bharat Abhiyan		
	Disciplinary Proceedings/Conduct Rules/ Deptt. Enquiry					
	Computer Course on Internet, e-mail					Reg. judicial..

TRAINING PROGRAMMES IN THE MONTH OF JUNE, 2013

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date	3	4	5	6	7	8
Ist week	regional judicial conference					
	Ministering Tax Administration					
Date	10	11	12	13	14	15
IInd week						
Date	17	18	19	20	21	22
IIIrd week	Institutional Training for IAS Prob.					
Date	24	25	26	27	28	29
IVth week	Institutional Training for IAS Prob.					

Colour Scheme

	ATI
	Computer
	DMC
	F&A
	DP&CR
	SIRD
	RTI
	Vacant slot

TRAINING PROGRAMMES IN THE MONTH OF JULY, 2013

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Date	1	2	3	4	5	6	
Ist week	Institutional Training for IAS Prob.						
	SAS Part-1 Training						
	SIRD						
	Disaster Management Course						
	SIRD						
	Disciplinary Proceedings/Conduct Rules			Good Governance			
	Office Procedure & Financial Administration					6-7 mid-career inte	
Date	8	9	10	11	12	13	
IInd week	Institutional Training for IAS Prob.						
	SAS Part-1 Training						
	Design to Training (DOT) (GOI)						
	Disaster Management Course						
	Service Delivery/Citizen Charter						
	Training on importance of Ethics and Values(GOI)						
Date	15	16	17	18	19	20	
IIIRD week	Institutional Training for IAS Prob.						
	SAS Part-1 Training						
	Disaster Management Course						
	Basic Computer Course						
	Disciplinary Proceedings/Conduct Rules			Training on Gender Budgeting			
	Court Procedure			Good Governance			
	Office Procedure & Financial Administration						
Date	22	23	24	25	26	27	
IVth week	Institutional Training for IAS Prob.						
	SAS Part-1 Training						
	SIRD						
	Right to Information Act,2005						
	SIRD						
	Computer Course on Internet		Computer Course on Power Point				
Date	29	30	31	1-Aug	2-Aug	3-Aug	
Vth week	SAS Part-1 Training						
	SIRD						
	Disaster Management Course						
	SIRD						
	Basic Computer Course						
	Office Procedure & Financial Administration						

TRAINING PROGRAMMES IN THE MONTH OF AUGUST, 2013

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date	5	6	7	8	9	10
Ist week	SAS Part-1 Training					
	SIRD					
	Disaster Management Course					
	SIRD					
	Disciplinary Proceedings/Conduct Rules/Departmental Enquiry					
	Computer Course on SPSS		Computer Course on Internet			
Date	12	13	14	15	16	17
IInd week	SAS Part-1 Training					
	SIRD					
	Disciplinary Proceedings/Conduct Rules/Departmental Enquiry					
	SIRD					
	Computer Course on Power Point				E-Governance	
Date	19	20	21	22	23	24
IIIRD week	SAS Part-1 Training					
	Evaluation of Training (EOT) (GOI)					
	Disaster Management Course					
	Office Procedure & Financial Administration					
	Basic Computer Course					
	Right to Information Act,2005		Service Delivery /Citizen Charter			
Date	26	27	28	29	30	31
IVth week	SAS Part-1 Training					
				SIRD		
				Disaster Management Course		
				SIRD		
	E-Governance			Disciplinary Proceedings/Conduct Rules /Departmental Enquiry		
				Computer Course on Power Point		

TRAINING PROGRAMMES IN THE MONTH OF SEPTEMBER, 2013

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Date	2	3	4	5	6	7	
Ist week	SAS PART-1 Training						
	Disaster Management Course						
	Office Procedure & Financial Administration						
	Basic Computer Course						
	Court Procedure						
				Computer Course on Power Point			
Date	9	10	11	12	13	14	
IInd week	SAS PART-1 Training						
	SIRD						
	Disaster Management Course						
	SIRD						
	Computer Course on Power Point			Computer Course on Internet			
	Service Delivery/Citizen Charter						
Date	16	17	18	19	20	21	
IIIrd week	SAS PART-1 Training						
	SIRD						
	Basic Computer Course						
	SIRD						
	Disciplinary Proceedings/Conduct Rules/			Good Governance			
	Foundation Course HAS Officer and Other Gazetted Officer						
	Training on Gender Budgeting -GOI						
	Office Procedure & Financial Administration						
Date	23	24	25	26	27	28	
IVth week	SAS PART-1 Training						
	SIRD						
	Disaster Management Course						
	Office Procedure & Financial Administration						
	Foundation Course HAS Officer and Other Gazetted Officer						
	SIRD						
	Right to Information Act,2005		Computer Course on Tally				
	Date	30	1-Oct	2-Oct	3-Oct	4-Oct	5-Oct
Vth week	SAS PART-1 Training						
	Foundation Course HAS Officer and Other Gazetted Officer						
	SIRD						
	Disaster Management Course						
	SIRD						
	Office Procedure & Financial Administration						
	Computer Course on Power Point						

TRAINING PROGRAMMES IN THE MONTH OF OCTOBER, 2013

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date	7	8	9	10	11	12
Ist week	Foundation Course for HAS Officers and Other Gazetted Officer					
	SAS Part-1 Training					
	SIRD					
	Basic Computer Course					
	SIRD					
	Disciplinary Proceedings/Conduct Rules/					
	Right to Information Act,2005					
	Course on Cr.PC for HAS Officer					
Date	14	15	16	17	18	19
IInd week	Foundation Course for HAS Officers and Other Gazetted Officer					
	SAS Part-1 Training					
	SIRD					
	Disciplinary Proceedings/Conduct Rules/Departmental Enquiry					
	SIRD					
	Computer Course on Internet					
Date	21	22	23	24	25	26
IIIrd week	Foundation Course for HAS Officers and Other Gazetted Officer					
	SAS Part-1 Training					
	SIRD					
	Office Procedure & Financial Administration					
	Disaster Management Course					
	SIRD					
						midcareer interaction programme
Basic Computer Course						
Date	28	29	30	31	1-Nov	2-Nov
IVth week	Foundation Course for HAS Officers and Other Gazetted Officer					
	SAS Part-1 Training					
	SIRD					
	Office Procedure & Financial Administration					
	SIRD					
	Right to Information Act,2005			Computer Course on Power Point		
	Computer Course on Tally					

TRAINING PROGRAMMES IN THE MONTH OF NOVEMBER, 2013

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
Date	4	5	6	7	8	9	
Ist week	Foundation Course for HAS Officers and Other Gazetted Officers						
	SAS Part-1 Training						
	SIRD						
	Office Procedure and Financial Administration						
	Disaster Management Course						
	SIRD						
	Computer Course on Power Point			Computer Course on Internet			
Date	11	12	13	14	15	16	
IInd week	Foundation Course for HAS Officers and Other Gazetted Officers						
	SIRD						
	SAS Part-1 Training						
	SIRD						
	Communication & Presentation Skills				Course on Cr. PC for HAS Officers		
	Right to Information Act,2005						
Date	18	19	20	21	22	23	
IIIrd week	Professional Training for HAS Officers						
	SAS Part-1 Training						
	SIRD						
	Disaster Management Course						
	SIRD						
	Basic Computer Course						
	Office Procedure and Financial Administration						
Date	25	26	27	28	29	30	
IVth week	Professional Training for HAS Officers						
	SAS Part-1 Training						
	SIRD						
	Disciplinary Proceeding /Conduct Rules/ Departmental Enquiry			AUTOCAD			
	SIRD						
	Computer Course on MS-Access			Good Governance			
	Right to Information Act,2005						

TRAINING PROGRAMMES IN THE MONTH OF DECEMBER, 2013

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date	2	3	4	5	6	7
Ist week	Professional Training for HAS Officers					
	SAS Part-1 Training					
	SIRD					
	Basic Computer Course					
	SIRD					
	Office Procedure & Financial Administration					
	Computer Course on Internet			Computer Course on MS- Access		
Date	9	10	11	12	13	14
IInd week	Professional Training for HAS Officers					
	SAS Part-1 Training					
	SIRD					
	Disaster Management Course					
	SIRD					
	Communication & Presentation Skills			Basic Computer Course		
	Computer Course on Internet					
Date	16	17	18	19	20	21
IIIRD week	Professional Training for HAS Officers					
	SIRD					
	Disaster Management Course					
	SIRD					
	Basic Computer Course					
	Office Procedure & Financial Administration					
	Computer Course on Internet					
Date	23	24	25	26	27	28
IVth week	Professional Training for HAS Officers					
	SIRD					
	Office Procedure & Financial Administration					
	SIRD					
					Computer Course on Internet	
Date	30	31	1-Jan	2-Jan	3-Jan	4-Jan
Vth week	Professional Training for HAS Officers					
	Office Procedure & Financial Administration					
	Basic Computer Course					
	SIRD					
	Disaster Management Course					
	SIRD					
Right to Information Act,2005						

TRAINING PROGRAMMES IN THE MONTH OF JANUARY, 2014

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date	6	7	8	9	10	11
Ist week	Professional Training for HAS Officers					
	Office Procedure and Financial Administration					
	SIRD					
	Basic Computer Course					
	SIRD					
	Disaster Management Course					
	Right to Information Act,2005					
Date	13	14	15	16	17	18
IInd week	Professional Training for HAS Officers					
	SIRD					
	Disaster Management Course					
	SIRD					
	Office Procedure and Financial Administration					
	Basic Computer Course					
Date	20	21	22	23	24	25
IIIrd week	Professional Training for HAS Officers					
	Office Procedure and Financial Administration					
	SIRD					
	Disaster Management Course					
	SIRD					
	Basic Computer Course					
	Right to Information Act,2005					
Date	27	28	29	30	31	1-feb
IVth week	Professional Training for HAS Officers					
	SIRD					
	Disaster Management Course					
	SIRD					
	Right to Information Act,2005					

TRAINING PROGRAMMES IN THE MONTH OF FEBRUARY, 2014

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date	3	4	5	6	7	8
Ist week	Disaster Management Course					
	SIRD					
	Office Procedure & Financial Administration					
	Right to Information Act,2005					
	SAS Part-ii					
Date	10	11	12	13	14	15
IInd week	Disaster Management Course					
	Right to Information Act,2005					
	SAS Part-ii					
Date	17	18	19	20	21	22
IIIrd week	Disaster Management Course					
	SAS Part-ii					
Date	24	25	26	27	28	1-Mar
IVth week	Disaster Management Course					
	SAS Part-ii					
	Right to Information Act,2005					

TRAINING PROGRAMMES IN THE MONTH OF MARCH, 2014

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date	3	4	5	6	7	
Ist week	SAS Part-ii					
Date	10	11	12	13	14	15
IInd week	SAS Part-ii					
Date	17	18	19	20	21	22
IIIrd week	SAS Part-ii					
Date	24	25	26	27	28	29
IVth week	SAS Part-ii					

Annexure-A

Demand of Training Programmes received from various Departments for the year 2013-2014 which have been included in the Training Calendar

Name of Department	Course Title	No. of Training Programmes			
		Total Demand	Proposed Training calendar	Duration	Level of participants
Animal Husbandry	1. Office Procedure & Financial Administration	2		5 days	Supdt./Sr. Assistants, Private Secy. & Steno Typists
	2. Right to Information Act, 2005	1		2 days	-do-
	3. Conduct Rules & Disciplinary Proceedings	1		3 days	-do-
	4. Advance Computer	2		3 days	Sr./Jr. Assistants, Steno Typists & Clerks
	5. Basic Computer	2		5 days	Sr./Jr. Assistants, Steno Typists & Clerks
Horticulture	1. Office Procedure & Financial Administration	3 (2 for GOs & 1 for NGOs)		5 days	One for dy Director/DHO & SMS and one for Supdt./Assistants & Clerks.
	2. Conduct Rules & Disciplinary Proceedings	1		3 days	Supdt./Sr. Assistants, Private Secy. & Steno Typists
	3. Basic Computer	1		5 days	-do-
	4. Refresher Training for Class-IV	2	-	2 days	Class-IV
Health & Family Welfare	1. Office Procedure & Financial Administration	3		5 days	Supdt.,Sr./Jr. Assistants & Clerks
	2. Conduct Rules & Disciplinary Proceedings	1		3 days	-do-
	3. Classification, Control and Appeal	1		3 days	Supdts.
Treasury & Accounts	1. Office Procedure & Establish Matters	16 (8 for Clerk 8 for Asstts.)		5 days	Clerks & Sr. Assistants
	2. Computer Fundamentals (Basic Computer)	24 8 for Clerk 8 for Asstts. 8 for DTO/TOs		5 days	Clerks/Sr. Assistants & DTO/Tos
	3. Budget & Treasury Accounts	8		3 days	Clerk
	4. Treasury functioning and Procedure	8		3 days	DTO/TO's
	5. Treasury Accounts & Financial Matters	8		5 days	Sr. Assistants

Food & Supplies	1. Foundation Course	3 1 for DC/F&SO 1 for Inspectors 1 for Law Off.		6 days	Distt. Controller/ Food & Supply Officers, Inspectors & Law Officers
	2. Basic Computer	4 1 for Inspectors 1 for Tech.Asstt 2 for Min. Staff		5 days	Inspectors (F&S) & Technical Asstts/Statistical Asstt.
	3. RTI. Act 2005	1		2 days	Law Officers
	4. Good Governance	1		3 days	-do-
	5. Noting & Drafting	2		3 days	Technical Asstts./ Statistical Asstt. & 1 for Min. Staff
	6. Office Procedure and Financial Administration	1		5 days	Supdt.,Sr./Jr. Assistants & Clerks
	7. Advance Computer	1		3 days	-do-
Social, Justice & Empowerment	1. Refresher Course on Schemes and Acts of departments.	2 1 for DWO 1 for TWO		3 days	Distt. Welfare Officer/ Tehsil Welfare Officers
	2. Office Procedure & Financial Administration	4 1 for DWO 1 for DPO 1 for CDPO 1 for Sr.Asstt.		5 days	Distt. Welfare Off./ Distt. Programmed Officer/CDPO/Sr. Asstt.
	3. Refresher course on new Schemes for new appointees.	1		3 days	Statistical Assistant
	4. Basic Computer	1		5 days	Statistical Assistant
	5. Conduct Rules, Disciplinary Proceedings & Departmental Inquiries	1		3 days	Superintendents
Ayurveda	1. Office Procedure & Financial Administration.	4 1 for DAO/ Asstt. Dir/ Sr. MS/MS 1 for SDAMOs 2 for AMOs		5 days	DAO/Asstt. Dir/ Sr. MS/MS/Incharge G.Ay. Pharmacies/ SMOs, SDAMOs, AMOs,
	2. Office Procedure & Financial Administration.	4 for Min. Staff		5 days	Supdt.,Sr./Jr. Assistants & Clerks
Forest	1. Basic Computer	4 3 for RFO 1 for Min. Staff		5 days	Range Forest Officer/Ministerial Staff
	2. Office Procedure & Financial Administration.	1		5 days	Ministerial Staff
	3. Advance Computer	1		3 days	-do-
	4. Conduct Rules, Disciplinary Proceedings & Departmental Inquiries	1		3 days	-do-
	5. Noting & Drafting	1		3 days	-do-

	6.Right to Information Act, 2005	1		2 days	-do-
	7. Formulation of Budget and Fiscal Responsibilities and Role of Audit in Financial.	1		3 days	-do-
Fisheries	1. Office Procedure & Financial Administration.	2		5 days	Technical Officers and Non-Technical Staff.
	2. Noting & Drafting	2		3 days	-do-
	3. Right to Information Act, 2005	2		2 days	-do-
	4. Reservation in Services	2		2 days	-do-
	5. Record Management	2		2 days	-do-
	6. Basic Computer	2		5 days	-do-
	7.Pay Fixation/Pension & Retirement Benefits/ Financial Rules.	2		3 days	-do-
	8. Statistical Analysis of India	2		2 days	-do-
Tourism	1. Right to Information Act 2005	1		2 days	Distt. Tourism Dev. Officer
	2. Office Procedure & Financial Administration	2 1 for DTDO 1 for Min. Staff		5 days	Distt. Tourism Dev. Officer/ Ministerial Staff
	3. Development of Communication Skills	1		2 days	PS/PA/Steno Typist
	4. Skills relating to computers, improvement of typing/ E-Mail, E-Samadhan & Geo-Information	2 1 for PS/PA/St. 1 for Min. Staff		5 days	PS/PA/Steno Typist/ Ministerial Staff
H.P. State Seed & Organic Produce, Clarification Agency, Shimla	1. Production of quality Seed and its Certification	1		2 days	GOs. & NGOs.
	2.Official Procedure and Financial Administration	1		5 days	-do-
	3. Right to Information Act	1		2 days	-do-
	4. Disciplinary Proceedings	1		3 days	-do-
	5. Noting and Drafting	1		3 days	-do-
	6. Basic Computer Course	1		5 days	-do-
	7. Advance Computer Course	1		3 days	-do-
	8. Training in Management	1		3 days	-do-
	9. Good Governance	1		3 days	-do-

Transport	1. Official Procedure and Financial Administration	1		5 days	Sr. & Middle Level Officers
	2. Conduct Rules, Disciplinary Proceedings & Departmental Inquiries	1		3 days	Middle & Jr. Level Officers
	3. Communication & Presentation Skills	1		3 days	Middle Level Officers
	4. Right to Information Acts 2005	1		2 days	PIOs & APIOs
	5. Service Delivery	1		3 days	Middle & Jr. Level Officers
	6. Training on Organizational Behaviour	1		3 days	Middle & Jr. Level Officers
	7. Basic Computer Course	1		5 days	Ministerial Staff
	8. Training on Personal efficiency and Time Management	1		3 days	Sr./Middle & Jr. Level Officers
	9. Noting & Drafting	1		3 days	Ministerial Staff
Industries	1. Training of Administration of the Capital Investment Subsidy	1			Class-I officers
	2. Interpretation/ understanding of the industrial Policy 2004	2			Class-I & II officers
	3. Concept of Industrial Area Development Agency & its implementation	2			-do-
	4. Planning regarding allocation of funds for development & implementation of schemes under these heads	1			-do-
	5. Project, Management & Evaluation	1			-do-
	6. Web based programme handling	1			-do-
	7. Application of Administrative & Management skills/ techniques	3 1 for class-I & II 2 for Class-III			Class-I, II & III officers/officials
	8. Health Insurance, Mahatma Gandhi Bunkar Bima Yojana, Integrated Handloom Development Scheme, RIP/RAP Scheme. Employment Generation Scheme, its main features and objectives and Implementation.	1			Class-II officers

	9. Basic Computer Course	3 1 for Class-II 1 for Class-III		5 days	Class-II officers & Class-III officials
	10. Advance Computer Course	3 1 for Class-II 1 for Class-III		3 days	-do-
	11. Public Service Delivery System	1			Class-II officers
	12. Course on Public Behavior	1			-do-
	13. Concept of Industrial Area Dev. Agency & its implementation	2			Class-III officials
	14. Office Procedure & Financial Administration.	2		5 days	-do-
	15. Conduct Rules, Disciplinary Proceedings & Departmental Inquiries	2		3 days	-do-
	16. Implementation of rules and regulations with reference to mining activities in the state: 1 Basic Course 2. Advance Course	2			1. Asstt. Mining & Mining Inspectors Mining 2. Inspectors, Mining Officers and Asstt. Geologists etc.
Labour & Employment	1. General Administration and I.T.	2		3 days	Jt./Dy. Labour Commissioner, Dy./ Asstt. Director (Emp. & Factories), Reg. & Distt. Emp. Officer, Labour/Emp. officer/
	2. Team Building/Public Speaking/Stress Management/ Gender Imbalance/E-Samadhan & Grievances Redressal	2		3 days	-do-
	3. Right to Information Act 2005	2 1- for Officer 1- for Inspector		2 days	-do- Labour Inspector
	4. Office Procedure and Financial Administration	1		5 days	Dy. Director Factories/ Regional Employment Officer/ Labour and Employment Officer/ Ministerial staff
	5. Training on Working of Employment Wing	1		3 days	Distt. Employment Officer
	6. Training on Working of Labour Wing	1		3 days	Labour Officers
	7. Conduct Rules, Disciplinary Proceedings & Departmental Inquiries	1		3 days	Supdts./Sr. Asstt./Jr. Asstt/ Clerk

	8. Training on Computer including general upkeep of hardware	1		5 days	Computer operator
	9. Training as per R&P Rules to who are eligible for promotions as clerk	1			Class-IV
Cooperative Societies	1. Right to Information Act 2005	1		2 days	Dy./Asstt. Registrars
	2. Disaster Management	1		5 days	-do-
	3. Office Procedure & Financial Administration	2			Supdt./Sr.Jr. Asstt./ Clerk
	4. Basic Computer	1		5 days	-do-
	5. Advance Computer	1		3 days	-do-

List of Training Managers in Departments

1. Sh. N.B.Sharma, Deputy Director, Economics & Statistics, Shimla
2. Er. Sanjeev Kaul, Executive Engineer (Hydrology), I & PH. Division No. 11 Shimla
3. Dr. S. Prakash Sharma , District Ayurvedic Officer, Shimla District, Shimla
4. Dr. V.K.Sharma, Professor-cum-Programmed Director, HRD & Placement Centre, CSK-HP Krishi Vishvavidyalaya, Palampur, Distt. Kangra.
5. Sh. Surinder Sharma, Assistant Professor, SCERT, Solan.
6. Sh. Sunil Kumar, S.P.(Security) CID, O/o ADGP,CID Kasumpti, Shimla
7. Sh. Ashwani K. Dhiman, District Attorney, Directorate of Higher Education, Shimla
8. Dr. Digvijay Sharma, Training Officer, State Agriculture Management & Extension Training Institute (SAMETI), Mashobra, Shimla
9. Dr. I.S.Verma, Medical Officer (Dental) Directorate of Dental Health Services, Kasumpti, Shimla
10. Smt. Sunita Kapta, Joint Director, Directorate of Industries, Shimla
11. Dr. U.S.Rana, Assistant Director, Animal Husbandry, Shimla
12. Dr. Ajay Sood, Medical Superintendent, RAH, Chhota Shimla
13. Sh. Tarnjeet Singh, Dy.S.P., State Vigilance & Anti Corruption Bureau, Kinnaur
14. Dr. Naveen Kapas, Divisional Manager, HRTC, Head Office, Shimla
15. Sh. Jugvir Singha, Joint Director, Information & Public Relations, shimla
16. Sh. C.S.Singh, Conservator of Forests, Talland, Shimla
17. Sh. S.S.Negi, Chief Conservator of Forests, Talland, Shimla
18. Sh. B.S.Pathania, Joint Director of Prosecution, N/Z Dharamshala
19. Sh. P.C.R. Negi, Asstt. Professor, Govt. College of Teacher Education, Dharamshala, Distt. Kangra.
20. Sh. Surinder K. Kaushal, Deputy Labour Commissioner, Shimla
21. Dr. Man Singh, Additional Secy (Personnel to Govt. of HP)
22. Dr. Surender Thakur, Tehsildar, Churah at Tissa, Distt. Chamba
23. Sh. Krishan Kumar, State Vocational guidance Officer, Labour & Employment Department, Shimla
24. Sh. Vinod Kumar, Dy. Director, Economics & Statistics, Kasumpti, Shimla

25. Sh. Pradeep Kumar Pandey, Joint Controller, Legal Metrology (W&M), Shimla
26. Dr. Ramesh Gupta, Asstt. Professor (Ext.) Animal Husbandry, Shimla
27. Sh. Chaman Singh Rana, Dy. Director, Elementary Education, Shimla
28. Smt. Chaten Devi, Dy. Director, Elementary Education, Shimla
29. Sh. Sain Ram Ranjan, Dy. Controller, Local Audit Deptt., Shimla
30. Sh. M.K.Sharma, Regional Manager (Legal) HRTC HQ., Shimla
31. Sh. L.D.Sharma, AEE (Electrical)LMTC.Sub DivisionHPSEB. Ltd. Solan
32. Sh. Gian Chand Raita, Comptroller, Dr.Y.Pzrmar University Solan (Now retired)
33. Sh. Govind Singh Jhobta, District Horticulture Officer, Navbahar, Shimla
34. Dr. Onkar Singh Thakur, Distt. Programme Officer, Women & Child Development
Kinnaur at R/Peo
35. Sh. Inder Rana, Deputy Excise & Taxation Commissioner, Kasumpti, Shimla
36. Smt. Ira Tanwar, CDPO, ICDS Project, New Shimla
37. Sh. Pradeep Kumar Sharma, S.O.,O/o Chief Electoral Officer, Shimla
38. Sh. Rohit Chauhan, DETC(FS), N/Z Palampur, Kangra
39. Sh. Malok Singh Thakur, Distt. Revenue Officer, D.C.Office Mandi.
40. Dr. Rahul Rao, Medical Consultant, S/HEW, Parimahal, Shimla
41. Sh. D. K. Manta, Sr. Manager (Personnel), HP.Power Corporation Shimla
42. Ms. Pooja Gupta, Asstt. Personnel Officer, HP.Power Corporation Shimla
43. Dr. Surender K. Sharma, Dy. Director of Horticulture, Shimla
44. Sh. R. Lainun Sanga, Director(South), Forest Development Corporation, Shimla
45. Sh. Lalit Chander Katoch, Divisional Manager, Forest Dev. Corporation, Shimla
46. Sh. Padam Singh Kanwar, Dy. Director, Local Audit, Shimla
47. Sh. Pankaj Kapoor, Superintendent Engineer (D), Power House Electrical, HPSEB.,
Sundernagar, Distt, Mandi.
48. Sh. Vijay Pal Singh Panwar, Assistant Controller (F&A), D.C.Office Sirmaur at
Nahan
49. Sh. Rajeev Bansal, Research Officer, HIPA, Fairlawns, Shimla.

List of Departments who participated in Training Manager's Courses

1. Economics and Statistics
2. Irrigation and Public Health
3. Ayaurveda
4. SCERT
5. Police (CID)
6. Police (Vigilance)
7. Krishi Vishvavidyalya Palampur
8. Prosecution
9. Dentel Health Services
10. Agriculture
11. Industries
12. Animal Husbandry
13. Medical Health Services
14. HRTC
15. Public Relations
16. Forests
17. Higher Education
18. Labour and Employment
19. Food and Civil Supplies
20. Revenue
21. Weight & Measures
22. Elementary Education
23. Local audit
24. HPSEB.
25. Dr. Y.S.Parmar University, Nauni
26. Horticulture
27. Social Justice & Empowerment
28. Excise and Taxation
29. Election
30. D.C.Office Mandi
31. H.P. Power Corporation
32. D.C. Office Sirmaur
33. HIPA
34. Technical Education, Sundernagar
35. H.P. P.W.D.
36. Treasury and Accounts
37. Printing and Stationery
38. Ex. Serviceman Corporation
39. Urban Development
40. Mountaineering Institute Manali
41. Panchayti Raj
