THE INSTITUTE

The Himachal Pradesh Institute of Public Administration, popularly known as HIPA, was established on January 1, 1974 at 'FAIRLAWNS', 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 got 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 para-statal organizations. HIPA conducts, towards this end, various professional foundational, specialized programmes as well as of campus programmes in the Tribal districts of the state. Apart from its campus at Fairlawns 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.

PARTICIPATION IN TRAINING PROGRAMMES

Circulars inviting nominations issue 8 weeks in advance of the commencement of each course.

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

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 before receipt of acceptance of their nomination for the programme.

TRAINING CALENDAR

The details of the training programmes proposed to be conducted during 2012-13 are available in the succeeding pages.

The Training Calendar is also available on our Website (www.himachal.gov.in/hipa).

In brief the proposed training courses during year 2012-13 are mentioned at Annexure-A

SPECIAL TRAINING

The institute also organizes special training on the request received from different Government departments or other organization. The training so organized is fully paid by the concerned department or organization. The rates for organizing such trainings (Annexture-B) is notified by the institute from time to time.

TRAINING INFRASTRUCTURE

CONFERENCE HALL

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

MAIN CONFERENCE HALL

CLASS ROOMS

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

SUN ROOM

HOSTELS

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 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.

KAILASH & CHANDERTAAL HOSTEL

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 trainee. All meals are served in Dining Hall only. Morning tea is however served in the hostel rooms.

DINING HALL

TRANSPORT

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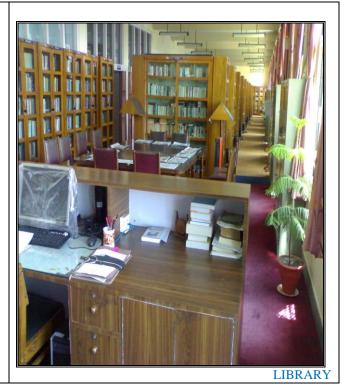

PARKING AREA

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.

LIBRARY

The Institute library is well equipped with 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.

LIBRARY

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 Leased Line internet linkage facility. Two well equipped computer labs with dedicated lecture theaters can provide training to 60 participants on individual computers at a given time. HIPA centers at Mandi, Dharamshala and Chamba also have IT training facilities with individual computers for 25 participants each and such a centre at Nahan is in the process of coming year.

IT LAB

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), State Institute of Rural Development, Board of Departmental Examination and I.T. Centre. 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(as mentioned in this document) .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 Sirmaur at 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   is 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 and leads to firming up of needs of the organization for Human Resource Development.

The training need analysis leads to identification of the waek links of Human Resource Utilizations. The training need analysis give clear picture of weakness & strength of the Human resource and how best it can be utilized in future for the benefit of the organization.

IMPORTANCE OF TRAINNG

☐ 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 REQUIRMENT/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. Demand of the departments is enclosed as per Annexure–C alongwith chart of slots available in this Institute.

NEW INITIATIVES:

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

List of Training Managers is attached   as per Annexure -D

- **MOT (Management of Training)** : The   aim of MoT Course to sensitize and acquaint the participants with the Management of Training and Training Policy and also acquaint training managers with their roles and responsibilities. It also helps the participants in formulation of training manuals and   training action 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 official 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.

- Trainees from 41 Departments, Boards/Corporations participated in the above mentioned courses. List of participants enclosed as per Annexure –E

- The number of officers trained in these courses in 2011-12 is as follows:

Sr. No.	Name of Course	No. of Course	No. of Participants
1.	MOT(Management of Training)	2	49
2.	TNA(Training Needs Analysis):	1	37
3.	DTS (Direct Trainers Skills)	1	33
4.	DOT (Design of Training)	1	35

GENERAL TRAINING TO BE BEING CONDUCTED BY HIPA

The following training programmes will be conducted by the Institute during the year 2012 - 2013:

- Institutional training for IAS Probationers
- Foundation Course for HAS & Other Gazetted Officers
- Professional Course for HAS Officers
- Subordinate Accounts Services (SAS) Training
- SIRD Progammes 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
- Course on Data Management in Government Offices
- Right to Information Act, 2005
- Disaster Management
- E-Governance & Information Technology related trainings

SPECIAL TRAINING TO BE IMPARTED:

The following special training will be imparted by the Institute during the year 2012-2013 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)
- ICTM (Information and Communication Technology Management)

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TRAINING PROGRAMMES 2012-13

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 2010 batch	Director	19th June to 28th July, 2012

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.	MS	8th Oct. to 7th Dec., 2012

PROFESSIONAL TRAINING FOR HAS OFFICERS OF 2010 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.	MS	10th Dec.,2012 to 2nd March,2013

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.	HKS	Part I: 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	02-06 April, 2012	09-13 April, 2012	23-27 April, 2012
		07-11 May, 2011	21-25 May, 2012	23-27 July, 2012
		23 July-4 Aug,2012	27-31 Aug., 2012	10-14 Sept., 2012
		17-21 Sept.,2012	24-28 Sept., 2012	08-12 Oct., 2012
		22-26 Oct.,2012	05-09 Nov., 2012	19-23 Nov.,2012
		03-07 Dec., 2012	17-21 Dec., 2012	24-28 Dec., 2012
		07-11 Jan., 2013	28 Jan.-02 Feb., 2013	
	SCS	02-04 April, 2012	09-11 April, 2012	23-25 April, 2012
		07-09 May, 2011	21-23 May, 2012	02-04 July, 2012
		23-25 July, 2012	23 July-1 Aug.,2012	16-18 Aug.,2012
		17-19 Sept., 2012	24-26 Sept., 2012	08-10 Oct., 2012
		29-31 Oct., 2012	26-28 Nov., 2012	03-05 Dec., 2012
		10-12 Dec., 2012	24-26 Dec., 2012	07-09 Jan., 2013
		14-16 Jan., 2013	21-23 Jan., 2013	
	RB	16-20 April, 2012	30 April-4 May,2012	06-10 Aug.,2012
		27-31 Aug., 2012	01-05 Oct., 2012	15-19 Oct.,2012
		05-09 Nov., 2012	26-30 Nov., 2012	10-14 Dec., 2012
		31 Dec.,2012-4 Jan., 2013	14-18 Jan., 2013	28 Jan.-02 Feb,2013
		04-08 Feb., 2013	11-15 Feb., 2013	18-22 Feb., 2013
		25 Feb-1 March,2013		
	SK	16-21 April, 2012	30 April-5 May,2012	14-19 May, 2012
		10-15 Sept., 2012	01-05 Oct., 2012	15-19 Oct., 2012
		19-24 Nov., 2012	17-22 Dec., 2012	31 Dec.,2012-5 Jan., 2013
		21-23 Jan., 2013		

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	DATES	DATES
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.	DRN (OPFA)	03-07 April, 2012	09-13 April, 2012	07-11 May, 2012
		21-25 May, 2012	09-13 July,2012	23-27 July,2012
		20-24 Aug, 2012	27-31 Aug.,2012	10-14 Sep.,2012
		24-28 Sept, 2012	08-12 Oct.,2012	15-19 Oct.,2012
		05-09 Nov., 2012	19-23 Nov., 2012	10-14 Dec, 2012
		17-21 Dec.,2012	07-11 Jan.,2013	14-18 Jan.,2013
		04-08 Feb, 2013	11-15 Feb., 2013	
Non-Gazetted officers of the State Government	HKS (OPFA)	09-13 April, 2012 (GOI)	30 July-3 Aug., 2012 (GOI)	
	KTB (Disciplinary Proceedings/ Conduct Rules/ Departmental Enquiry)	09-11 April, 2012	23-25 April, 2012	14-16 May, 2012
		28-30 May, 2012	02-04 July,2012 (GOI)	16-18 July, 2012
		06-08 Aug., 2012	16-18 Aug., 2012	03-05 Sept.,2012
		17-19 Sept., 2012	03-05 Oct., 2012	10-12 Oct.,2012

TRAINING ON INCOME TAX

Aims and Objectives

- To examine various provisions of Income Tax relating to TDS.
- To analyze duties & responsibilities of DDOs with regard to income tax Act.
- To acquaint them with procedure to compute taxable income and income tax.
- To acquaint them with the PWD (People with Disability) Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES
Officers/Officials of the State Government.	KTB	01-02 Nov., 2012	26-27 Nov., 2012

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	02-04 April,2012	07-09 May, 2012	09-11 July, 2012
		20-22 Aug, 2012	10-12 Sept.,2012	

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	26-28 April,2012	17-19 May,2012	05-07 July,2012
		19-21 July, 2012	20-22 Sept.,2012	

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	14-16 Nov., 2012	28-30 Nov., 2012 (GOI)	03-05 Dec., 2012

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, 2012 (GOI)	21-25 May, 2012 (GOI)

COURSE ON MINISTRING TAX ADMINISTRATION

Aims and Objectives

- To acquaint the participants with the implementation of various Acts relating to Tax Administration.
- To impact 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	23-25 April, 2012 (GOI)	14-16 May, 2012 (GOI)

COURSE ON DATA MANAGEMENT IN GOVERNMENT OFFICES

Aims and Objectives

- Concept of common and useful statistical tools for data analysis and use of computer tools like MS-excel. Use of Charts in data presentation through MS-Excel, Development of presentation skill through use of MS Power Point.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Senior and Middle level officers of State Govt. Departments	RKS	17-18 Aug., 2012	06-07 Sept., 2012	25-26 Oct., 2012

RIGHT TO INFORMATION ACT, 2005

Aims and Objectives

- 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	06-07 April, 2012	20-21 April, 2012	27-28 April, 2012
		04-05 May, 2012	25-26 May, 2012	01-02 June, 2012
		23-24 July, 2012	27-28 July, 2012	03-04 Aug, 2012
		24-25 Aug., 2012	06-07 Sept., 2012	28-29 Sept.,2012
		05-06 Oct., 2012	26-27 Oct., 2012	02-03 Nov., 2012

	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 warming 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	GPK	09-13 April, 2012	30 Apr.-4 May,12	07-11 May, 2012
		14-18 May, 2012	28 May-01June,13	02-07 July, 2012
		09-13 July, 2012	16-20 July, 2012	30 July-3 Aug,12
		06-10 Aug., 2012	20-24 Aug., 12	27-31 Aug., 12
		03-07 Sept., 2012	10-14 Sept., 12	24-28 Sept., 12
		15-19 Oct., 2012	05-09 Nov.,12	19-23 Nov., 12
		10-15 Dec., 2012	17-21 Dec., 2012	31 Dec-04 Jan,13
		07-11 Jan., 2013	14-18 Jan., 2013	28 Jan-01 Feb,13
		04-08 Feb., 2013	11-15 Feb., 2013	18-22 Feb., 2013

E-GOVERNANCE AND INFORMATION TECHNOLOGY

ADVANCE COMPUTER TRAINING PROGRAMME (POWER POINT, INTERNET AND APPLICATIONS)

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	09-11 April,2012	23-25 April,2012	07-09 May,2012
		21-23 May, 2012	04-06 June, 2012	25-27 July,2012
		06-08 August,2012	16-18 Aug.,2012	27-29 August, 2012
		10-12 Sept., 2012	24-26 Sept., 2012	08-10 Oct., 2012
		22-24 Oct., 2012	05-07 Nov., 2012	26-28 Nov.,2012
		13-15 Dec., 2012	27-29 Dec., 2012	14-16 Jan., 2013
		28-30 Jan., 2013	11-13 Feb., 2013	

BASIC COMPUTER TRAINING PROGRAMME ON MS WORD/ MS EXCEL & INTERNET

Aims and Objectives

- 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 Government Departments.	KK	02-06 April,2012	16-20 April,2012	30 Apr.-4 May,2012
		14-18 May,2012	28 May-1 June,12	16-20 July,2012
		30 July-3 Aug,2012	20-24 Aug.,2012	03-07 Sept.,2012
		10-12 Sept.,2012	17-21 Sept., 2012	01-05 Oct., 2012
		15-19 Oct., 2012	29 Oct.-2 Nov,12	19-23 Nov., 2012
		03-07 Dec.,2012	17-21 Dec., 2012	07-11 Jan.,2013
		21-24 Jan., 2013	04-08 Feb., 2013	

Audit and Budget			

Aims and Objectives

- To sensitize and acquaint the participants with the role of audit
- To make them understand about formulation of Budget and Fiscal responsibilities.
- To acquaint them with the PWD (People with Disability) Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES
Non-Gazetted officials from State Govt. Departments.	HKS	16-18 July, 2012	03-05 Sept., 2012 (GOI)
		17-19 Sept., 2012 (GOI)	

Management of Training (MOT)			

Aims and Objectives

- To sensitize and acquaint the participants with the Management of Training and Training Policy.
- T 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. Departments.	HKS	09-13 April, 2012 (GOI)	

Training Needs Analyses (TNA)

Aims and Objectives
- 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. Departments.	HKS	30 April-11 May, 2012 (GOI)	11-23 June, 2012
		17-29 Sep., 2012	

Direct Trainer Skills (DTS)

Aims and Objectives
- 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.	HKS	28 May-2 June, 2012 (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.	HKS	09-13 July, 2012 (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.	HKS	20-24 August, 2012 (GOI)	

Information and Communications Technology (ICT) Management

Aims and Objectives

- To apprise the participants about the Information and Communication Technology in general with specific reference to managing ICT infrastructure and services in Govt. setup.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	
Gazetted officers from State Govt. Departments.	SK	28 May –01 June, 2012	

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	15	5 days
2.	Advance Computer Course	10	3 days
3.	Office Procedure and Financial administration	10	5 days
	Total	35	

MANDI			
S.No.	Programme	No. of Prog.	Duration
1.	Basic Computer	10	5 days
2.	Advance Computer Course	10	3 days
3.	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.	Advance Computer Course	10	3 days
3.	Office Procedure & Financial Administration	10	
	Total	30	

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	17-25 April, 2012 10-19 Oct., 2012

LEGEND

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

1.	MS	Dr. Man Singh, Additional Director.

Other Faculty Members

1.	KKH	Dr. K. K. Handa, Principal, College Cadre
2.	GKS	Dr. Gopal Krishan Sanghaik, AP(PA)
3.	RKS	Dr. Rakesh Sharma, AP(EA)

Finance Faculty Members

1.	HKS	Shri H.K. Sharma, Controller (Fin. & Acctt.)
2.	DRN	Shri D. R. Negi, Joint Controller (Fin. & Acctt.)
3.	KTB	Sh. K. T. Bodh, Deputy Controller (Fin. & Acctt.)

DMC Faculty Members

1.	RKS	Dr. R. K. Sood, Head of DMC
2.	GPK	Dr. (Mrs.) G. P. Kapoor Professor of DMC
3.	DB	Shri Desh Bandhu, Research & Documentation Officer

SIRD. Faculty Members

1.	SCS	Shri Satish Chand Sharma, Deputy Director (Research)
2.	RB	Shri Rajeev Bansal, Research Officer

I.T. Faculty Members

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

HIMACHAL PRADESH INSTITUTE OF PUBLIC ADMINISTRATION
FAIRLAWNS, SHIMLA-171012

Exchange (PBX) Numbers: 2647045, 2647453, 2647808 and 2647331
Fax No. 2647172, 2740225 (STD Code 0177)

OFFICERS AND FACULTY

Name & Designation	Telephone No. Office	PBX Ext. No. Office/Resi.	Telephone No. Residence	e-mail
Sh. Dinesh Malhotra, IAS, Director	2647855	114		hipa-hp@nic.in dir.hipa@hp.gov.in
Dr. Man Singh, HAS, Additional Director	2647605	102	2620170 9418003256	ad.hipa@hp.gov.in

Other Faculty Members

Name & Designation	Telephone No. Office	PBX Ext. No. Office/Resi.	Telephone No. Residence	e-mail
Dr. K. K. Handa, Principal, College Cadre	2647534	104	2627127 9418488055	
Dr. Gopal K.Sanghaik, Asstt. Professor (Pub. Admn)	2647036	111	9418049203	ati1.hipa@hp.gov.in
Dr. Rakesh Sharma, Asstt. Professor (Eco. Admn)	---	400	2621808 9418095808	ati2.hipa@hp.gov.in

Finance Faculty Members

Name & Designation	Telephone No. Office	PBX Ext. No. Office/Resi.	Telephone No. Residence	e-mail
Sh. H.K. Sharma, Controller (F&A)	---	515	9318502508	fa1.hipa@hp.gov.in
Sh. D.R.Negi, Joint Controller (F&A)	---	112	9418396151	fa2.hipa@hp.gov.in
Sh. K.T. Bodh, Dy. Controller (F&A)	2647906	103/215	9418402745	fa3.hipa@hp.gov.in

DMC Faculty Members

Name & Designation	Telephone No. Office	PBX Ext. No. Office/Resi.	Telephone No. Residence	e-mail
Dr. R.K. Sood, Head (DMC)	2740225	207		dm2.hipa@hp.gov.in
Dr. (Mrs.) G.P.Kapoor, Professor (DMC)	2647903	106	2620676 9418014653	dm1.hipa@hp.gov.in
Sh. Desh Bandhu, Research & Doc. Officer	--	225	9816020434	dm3.hipa@hp.gov.in

SIRD. Faculty Members

Name & Designation	Telephone No. Office	PBX Ext. No. Office/Resi.	Telephone No. Residence	e-mail
Sh. Satish C. Sharma, Deputy Director(Research)	2647049	105/401	9459582482	sird1.hipa@hp.gov.in
Sh. Rajeev Bansal, Research Officer	2647902	107	---	sird2.hipa@hp.gov.in

I.T. Faculty Members

Name & Designation	Telephone No. Office	PBX Ext. No. Office/Resi.	Telephone No. Residence	e-mail
Sh. Sandeep Kumar, Asstt. Professor (IT)	2647113	113/402	9418266344	it1.hipa@hp.gov.in
Ms. Kiran Kuril, Instructor(IT)	--	210	9857185163	it2.hipa@hp.gov.in

MONTH WISE TRAINING SCHEDULE

DETAILS OF TRAINING PROGRAMMES PROPOSED TO BE CONDUCTED DURING THE MONTH OF APRIL, 2012

Sr. No.	Title of the Programme	Date	Course Director/ Course Assistant
	1st Week (02.04.2012 to 07.04.2012)		
1.	Office Procedure & Financial Administration	03.04.2012 to 07.04.2012	Sh. D. R. Negi/ Sh. Jia Lal
2.	Right to Information Act 2005	06.04.2012 to 07.04.2012	Dr. Gopal Krishan/ Sh. Tirath Ram Sharma
3.	Service Delivery/Citizen Charter	02.04.2012 to 04.04.2012	Dr. K.K. Handa / Sh. Tirath Ram Sharma
4.	Basic Computer Course	02.04.2012 to 06.04.2012	Ms. Kiran
5.	SIRD	02.04.2012 to 06.04.2012	Sh. Satish Sharma/ Sh. Pankaj Bisht
6.	SIRD	02.04.2012 to 04.04.2012	Sh. Satish Sharma/ Sh. Pankaj Bisht
7.	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
	2nd Week (09.04.2012 to 13.04.2012)		
1.	Disciplinary Proceedings/Conduct Rules/ Departmental Enquiry	09.04.2012 to 11.04.2012	Sh. K.T.Bodh/ Sh. Jagat Ram Thakur
2.	Advance Computer Course	09.04.2012 to 11.04.2012	Sh. Sandeep/ Smt. Manorma Kaundal
3.	Management of Training Course (MOT) (GOI)	09.04.2012 to 13.04.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
4.	Office Procedure & Financial Administration	09.04.2012 to 13.04.2012	Sh. D. R. Negi/ Sh. Jia Lal
5.	SIRD	09.04.2012 to 13.04.2012	Sh. Satish Sharma/ Sh. Pankaj Bisht
6.	SIRD	09.04.2012 to 11.04.2012	Sh. Satish Sharma/ Sh. Pankaj Bisht
7.	Disaster Management Course	09.04.2012 to 13.04.2012	Dr.(Mrs.)G.P.Kapoor/ Ms. Sita Negi
8.	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
	3rd Week (16.04.2012 to 21.04.2012)		
1.	Office Procedure & Financial Administration (GOI)	16.04.2012 to 20.04.2012	Sh. H.K. Sharma/ Sh. Jia Lal
2.	Right to Information Act 2005	20.04.2012 to 21.04.2012	Dr. Gopal Krishan/ Sh. Tirath Ram Sharma
3.	Basic Computer Course	16.04.2012 to 20.04.2012	Ms. Kiran
4.	Court Procedure (GOI)	16.04.2012 to 20.04.2012	Dr. Rakesh Sharma/ Sh. D. N.Thakur

5.	SIRD	16.04.2012 to 20.04.2012	Sh. Satish Sharma/ Sh. Pankaj Bisht
6	Basic Computer Course for Doordarshan Shimla (Paid)	16.04.2012 to 20.04.2012	Sh. Sandeep/ Smt. Manorma Kaundal
7.	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
8.	DMC Workshop	17.04.2012	
	4th Week (23.04.20112 to 28.04.2012)		
1.	Disciplinary Proceedings/Conduct Rules/ Departmental Enquiry	23.04.2012 to 25.04.2012	Sh. K.T.Bodh/ Sh. Jagat Ram Thakur
2.	Right to Information Act 2005	27.04.2012 to 28.04.2012	Dr. Gopal Krishan/ Sh. Tirath Ram Sharma
3.	Good Governance	26.04.2012 to 28.04.2012	Dr. K.K. Handa/ Sh. Tirath Ram Sharma
4.	Advance Computer Course	23.04.2012 to 25.04.2012	Sh. Sandeep/ Smt. Manorma Kaundal
5.	Ministering Tax Administration (GOI)	23.04.2012 to 25.04.2012	Dr. Rakesh Sharma/ Sh. D. N. Thakur
6.	SIRD	23.04.2012 to 27.04.2012	Sh. Satish Sharma/ Sh. Pankaj Bisht
7	SIRD	23.04.2012 to 25.04.2012	Sh. Satish Sharma/ Sh. Pankaj Bisht
8.	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
9.	National Conference of Directors, State Literacy Mission Authority and Directors State Resource Centers (Paid)	27.04.2012 to 28.04.2012	Sh. D. R. Negi/ Sh. Jia Lal
	5th Week (30.04.20112 to 05.05.2012)		
1.	Right to Information Act 2005	04.05.2012 to 05.05.2012	Dr. Gopal Krishan/ Sh. Tirath Ram Sharma
2.	Basic Computer Course	30.04.2012 to 04.05.2012	Ms. Kiran
3.	Training Needs Assessment (TNA) (GOI)	30.04.2012 to 11.05.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
4.	SIRD	30.04.2012 to 04.05.2012	Sh. Bansal/ Sh. Pankaj Bisht
5.	SIRD-MIS	30.04.2012 to 05.05.2012	Sh. Sandeep/ Smt. Manorma Kaundal
6.	Disaster Management Course	30.04.2012 to 04.05.2012	Dr.(Mrs.)G.P.Kapoor/ Ms. Sita Negi
7	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
8.	ISTM (GOI)	30.04.2012 to 06.05.2012	

DETAILS OF TRAINING PROGRAMMES PROPOSED TO BE CONDUCTED DURING THE MONTH OF MAY, 2012

Sr. No.	Title of the Programme	Date	Course Director/ Course Assistant
	1st Week (07.05.2012 to 11.05.2012)		
1.	Office Procedure & Financial Administration	07.05.2012 to 11.05.2012	Sh. D. R. Negi/ Sh. Jia Lal
2.	Service Delivery/Citizen Charter	07.05.2012 to 09.05.2012	Dr. K.K. Handa / Sh. Tirath Ram Sharma
3	Advance Computer Course	07.05.2012 to 09.05.2012	Sh. Sandeep/ Smt. Manorma Kaundal
4.	Training Needs Assessment (TNA) (GOI)	30.04.2012 to 11.05.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
5.	SIRD	07.05.2012 to 11.05.2012	Sh. Satish Sharma/ Sh. Pankaj Bisht
6.	SIRD	07.05.2012 to 09.05.2012	Sh. Satish Sharma/ Sh. Pankaj Bisht
7.	Disaster Management Course	07.05.2012 to 11.05.2012	Dr.(Mrs.)G.P.Kapoor/ Ms. Sita Negi
8.	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
	2nd Week (14.05.20121 to 19.05.2012)		
1	Disciplinary Proceedings/Conduct Rules/ Departmental Enquiry	14.05.2012 to 16.05.2012	Sh. K.T.Bodh/ Sh. Jagat Ram Thakur
2.	Good Governance	17.05.2012 to 19.05.2012	Dr. K.K. Handa / Sh. Tirath Ram Sharma
3.	Basic Computer Course	14.05.2012 to 18.05.2012	Ms. Kiran
4.	Ministering Tax Administration (GOI)	16.05.2012 to 18.05.2012	Dr. Rakesh Sharma/ Sh. Jagat Ram Thakur
5.	SIRD -MIS	14.05.2012 to 19.05.2012	Sh. Sandeep/ Smt. Manorma Kaundal
6.	Disaster Management Course	14.05.2012 to 18.05.2012	Dr.(Mrs.)G.P.Kapoor/ Ms. Sita Negi
7.	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
8.	Budget & Treasury Accounts for T&A Deptt. (Paid)	14.05.2012 to 18.05.2012	Sh. D. R. Negi/ Sh. Jia Lal
	3rd Week (21.05.2012 to 26.05.2012)		
1.	Office Procedure & Financial Administration (GOI)	21.05.2012 to 25.05.2012	Sh. D. R. Negi/ Sh. Jia Lal
2.	Right to Information Act 2005	25.05.2012 to 26.05.2012	Dr. Gopal Krishan/ Sh. Tirath Ram Sharma

3.	Advance Computer Course	21.05.2012 to 23.05.2012	Sh. Sandeep/ Smt. Manorma Kaundal
4.	Court Procedure (GOI)	21.05.2012 to 25.05.2012	Dr. Rakesh Sharma/ Sh. Jagat Ram Thakur
5.	SIRD	21.05.2012 to 25.05.2012	Sh. Satish Sharma/ Sh. Pankaj Bisht
6.	SIRD	21.05.2012 to 23.05.2012	Sh. Satish Sharma/ Sh. Pankaj Bisht
7.	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
	4ᵗʰ Week (28.05.2012 to 02.06.2012)		
1.	Disciplinary Proceedings/Conduct Rules/ Departmental Enquiry	28.05.2012 to 30.05.2012	Sh. K.T. Bodh/ Sh. Jagat Ram Thakur
2.	Right to Information Act 2005	01.06.2012 to 02.06.2012	Dr. Gopal Krishan/ Sh. Tirath Ram Sharma
3.	Basic Computer Course	28.05.2012 to 01.06.2012	Ms. Kiran
4.	Direct Trainer Skills(DTS) (GOI)	28.05.2012 to 02.06.2012	Sh. H.K. Sharma/ Sh. Prem Chauhan
5.	Disaster Management Course	28.05.2012 to 01.06.2012	Dr(Mrs) G.P.Kapoor/ Ms. Sita Negi
6.	Information and Communications Technology Management (ICTM)	28.05.2012 to 01.06.2012	Sh. Sandeep/ Smt. Manorma Kaundal
7.	Meeting of Technical Advisory Committee on "S&T Communication for Eco-WaSH Awareness & Literacy".	30.05.2012 to 31.05.2012	Dr. R.K. Sood/ Sh. Naresh Thakur
8.	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan

DETAILS OF TRAINING PROGRAMMES PROPOSED TO BE CONDUCTED DURING THE MONTH OF JUNE, 2012

Sr. No.	Title of the Programme	Date	Course Director/ Course Assistant
	1ˢᵗ Week (05.06.2012 to 08.06.2012)		
1.	Advance Computer Course	05.06.2012 to 07.06.2012	Sh. Sandeep/
2.	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
3.	NDPS, Excise, HP Vat & other allied Acts for AETOs/ATIs of Excise (Paid)	05.06.2012 to 07.06.2012	Dr. Rakesh Sharma
4.	Noting & Drafting for HPSEB (Paid)	05.06.2012 to 07.06.2012	Sh. K.T.Bodh/
5.	H.P. Public Service Guarantee Act for I&PH (Paid)	05.06.2012 to 07.06.2012	Dr. K.K.Handa/
6.	Treasury Functions & Procedure for DTOs/TOs of T&A (Paid)	05.06.2012 to 07.06.2012	Sh. D. R. Negi/ Sh. Jia Lal

	2ⁿᵈ Week (11.06.2012 to 16.06.2012)		
1	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
2.	Training Needs Analyses (TNA)	11.06.2012 to 23.06.2012	Sh. H.K.Sharma
3.	Basic Computer Course for TCP (Paid)	11.06.2012 to 15.06.2012	Ms. Kiran
4.	Office Procedure & Financial Administration for I&PH (Paid)	11.06.2012 to 15.06.2012	Sh.D. R. Negi/
5.	E-Governance & I.T. for SE/XEN/CAO/Dy.CAO/Sr.AO of HPSEB (Paid)	11.06.2012 to 13.06.2012	Sh. Sandeep/ Smt. Manorma Kaundal
6.	Right to Information Act 2005 for SE/XEN/CAO/Dy.CAO/Sr.AO of HPSEB (Paid)	14.06.2012 to 15.06.2012	Dr. Gopal Krishan/
7.	National PPP Capacity Building Programme for IDFC Foundation, Delhi(Paid)	11.06.2012 to 16.06.2012	Dr. Rakesh Sharma/ Sh. Naresh Thakur
	3ʳᵈ Week (18.06.2012 to 23.06.2012)		
1.	Institutional Training for IAS Prob.	18.06.2012 to 28.07.2012	Director/
2.	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
3.	Training Needs Analyses (TNA)	11.06.2012 to 23.06.2012	Sh. H.K.Sharma
4.	Basic Computer Course for I&PH (Paid)	18.06.2012 to 22.06.2012	Ms Kiran
5.	Office Procedure & Financial Administration for Excise (Paid)	18.06.2012 to 22.06.2012	Sh. K.T.Bodh/
6.	Computer Fundamentals & Application Software for T&A (Paid)	18.06.2012to 20.06.2012	Sh. Sandeep/ Smt. Manorma Kaundal
7.	Right to Information Act, 2005 for D.C. Office Shimla (Paid)	21.06.2012 to 22.06.2012	Dr. Gopal Krishan/
	4ᵗʰ Week (25.06.2012 to 30.06.2012)		
1.	Institutional Training for IAS Prob.	18.06.2012 to 28.07.2012	Director/
2.	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
3.	Good Governance for D.C. Office Shimla (Paid)	25.06.2012 to 27.06.2012	Dr. K.K.Handa/
4.	Treasury Accounts & Financial Matters for T&A (Paid)	25.06.2012 to 29.06.2012	Sh. D. R. Negi/ Sh. Jia Lal
5.	Advance Computer Course for I&PH (Paid)	25.06.2012 to 27.06.2012	Sh. Sandeep/
6.	Disciplinary Proceedings & Conduct Rules for HPSEB (Paid)	25.06.2012 to 27.06.2012	Sh. K. T. Bodh/ Sh. Jia Lal
7.	Disaster Management and Mitigation for TCP (Paid)	25.06.2012 to 29.06.2012	Dr.(Mrs.)G.P.Kapoor/ Ms. Sita Negi

DETAILS OF TRAINING PROGRAMMES PROPOSED TO BE CONDUCTED DURING THE MONTH OF JULY, 2012

Sr. No.	Title of the Programme	Date	Course Director/ Course Assistant
	1st Week (02.07.2012 to 07.07.2012)		
1.	Institutional Training for IAS Prob.	18.06.2012 to 28.07.2012	Director/
2.	Disciplinary Proceedings/Conduct Rules/ Departmental Enquiry	02.07.2012 to 04.07.2012	Sh. K.T.Bodh/
3.	Good Governance	05.07.2012 to 07.07.2012	Dr. K.K. Handa /
4.	SIRD	02.07.2012 to 04.07.2012	Sh. Satish Sharma/
5.	Disaster Management Course	02.07.2012 to 04.07.2012	Dr.(Mrs) G.P.Kapoor/
6.	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
7.	Office Procedure & Financial Administration for HPSEB (Paid)	02.07.2012 to 06.07.2012	Sh. D. R. Negi/ Sh. Jia Lal
	2nd Week (09.07.2012 to 13.07.2012)		
1.	Institutional Training for IAS Prob.	18.06.2012 to 28.07.2012	Director/
2.	Office Procedure & Financial Administration	09.07.2012 to 13.07.2012	Sh. D. R. Negi/
3.	Service Delivery/Citizen Charter	09.07.2012 to 11.07.2012	Dr. K.K. Handa /
4.	Design to Training (DOT) (GOI)	09.07.2012 to 13.07.2012	Sh. H.K. Sharma/
5.	Disaster Management Course	09.07.2012 to 13.07.2012	Dr.(Mrs) G.P.Kapoor/
6.	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
7.	Basic Computer Course for HPSEB (Paid)	09.07.2012 to 13.07.2012	Ms Kiran
	3rd Week (16.07.2012 to 21.07.2012)		
1.	Institutional Training for IAS Prob.	18.06.2012 to 28.07.2012	Director/
2.	Disciplinary Proceedings/Conduct Rules/ Departmental Enquiry	16.07.2012 to 18.07.2012	Sh. K. T. Bodh/
3.	Good Governance	16.07.2012 to 18.07.2012	Dr. K.K. Handa /
4.	Basic Compute Course	16.07.2012 to 20.07.2012	Ms. Kiran/
5.	Office Procedure & Financial Administration	16.07.2012 to 20.07.2012	Sh. D. R. Negi/
6.	Disaster Management Course	16.07.2012 to	Dr.(Mrs) G.P.Kapoor/

		20.07.2012	
7.	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
8.	Audit & Budget	16.07.2012 to 18.07.2012	Sh. H.K.Sharma
	4th Week (23.07.2012 to 28.07.2012)		
1.	Institutional Training for IAS Prob.	18.06.2012 to 28.07.2012	Director/
2.	Office Procedure & Financial Administration	23.07.2012 to 27.07.2012	Sh. D. R. Negi/
3.	Right to Information Act, 2005	23.07.2012 to 24.07.2012	Dr. Gopal Krishan/
4.	Advance Computer Course	25.07.2012 to 27.07.2012	Sh. Sandeep/
5.	SIRD	23.07.2012 to 27.07.2012	Sh. Satish Sharma/
6.	SIRD	23.07.2012 to 25.07.2012	Sh. Satish Sharma/
7.	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
	5th Week (30.07.2012 to 04.08.2012)		
1.	Right to Information Act, 2005	03.08.2012 to 04.08.2012	Dr. Gopal Krishan/
2.	Basic Computer Course	30.07.2012 to 03.08.2012	Ms. Kiran/
3.	Office Procedure & Financial Administration (GOI)	30.07.2012 to 03.08.2012	Sh. H.K.Sharma
4.	SIRD	30.07.2012 to 03.08.2012	Sh. Satish Sharma/
5.	SIRD	30.07.2012 to 01.08.2012	Sh. Satish Sharma/
6.	Disaster Management Course	30.07.2012 to 03.08.2012	Dr.(Mrs) G.P.Kapoor/
7.	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan

DETAILS OF TRAINING PROGRAMMES PROPOSED TO BE CONDUCTED DURING THE MONTH OF AUGUST, 2012

Sr. No.	Title of the Programme	Date	Course Director/ Course Assistant
	1st Week (06.08.2012 to 09.08.2012)		
1.	Disciplinary Proceedings/Conduct Rules/ Departmental Enquiry	06.08.2012 to 08.08.2012	Sh. K. T. Bodh/
2.	Advance Computer course	06.08.2012 to 08.08.2012	Sh. Sandeep/
3.	SIRD	06.08.2012 to 10.08.2012	Sh. Rajeev Bansal/

4.	Disaster Management Course	06.08.2012 to 10.08.2012	Dr. (Mrs) G. P. Kapoor
5.	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
6.	H.P. Public Service Guarantee Act for HPSEB (Paid)	06.08.2012 to 08.08.2012	Dr. K.K.Handa//
7.	Officer Procedure & Establishment Matters for T&A (Paid)	06.08.2012 to 09.08.2012	Sh. D. R. Negi/ Sh. Jia Lal
	2nd Week (13.08.2012 to 18.08.2012)		
1.	Disciplinary Proceedings/Conduct Rules/ Departmental Enquiry	16.08.2012 to 18.08.2012	Sh. K. T. Bodh/
2.	Advance Computer course	16.08.2012 to 18.08.2012	Sh. Sandeep/
3.	SIRD	16.08.2012 to 18.08.2012	Sh. Satish Sharma/
4.	Data Management in Govt. offices	17.08.2012 to 18.08.2012	Dr. Rakesh Sharma/
5.	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
6.	H.P. Public Service Guarantee Act for D.C. Office Shimla (Paid)	16.08.2012 to 18.08.2012	Dr. K.K. Handa/
7	Basic Course on PPP (GOI-Paid)	16.08.2012 to 18.08.2012	Dr. Rakesh Sharma/
	3rd Week (21.08.2012 to 25.08.2012)		
1.	Office Procedure & Financial Administration	21.08.2012 to 25.08.2012	Sh. D. R. Negi/
2.	Right to Information Act, 2005	24.08.2012 to 25.08.2012	Dr. Gopal Krishan/
3.	Service Delivery/Citizen Charter	21.08.2012 to 23.08.2012	Dr. K.K. Handa /
4.	Basic Computer Course	21.08.2012 to 25.08.2012	Ms. Kiran/
5.	Evaluation of Training (EOT) (GOI)	21.08.2012 to 25.08.2012	Sh. H.K. Sharma/
6	Disaster Management Course	20.08.2012 to 24.08.2012	Dr. (Mrs.)G.P.Kapoor/
7	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
	4th Week (27.08.2012 to 01.09.2012)		
1.	Office Procedure & Financial Administration	27.08.2012 to 31.08.2012	Sh. D. R. Negi/
2.	Advance Computer course	27.08.2012 to 29.08.2012	Sh. Sandeep/
3.	SIRD	27.08.2012 to 31.08.2012	Sh. Satish Sharma/
4.	SIRD	27.08.2012 to	Sh. Rajeev Bansal/

Sr. No.	Title of the Programme	Date	Course Director/ Course Assistant
		31.08.2012	
5	Disaster Management Course	27.08.2012 to 31.08.2012	Dr. (Mrs.) G.P.Kapoor/
6.	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
7	Land Revenue Act & latest all amendments in Act for D.C. Office Staff Shimla (Paid)	27.08.2012 to 31.08.2012	Dr. Rakesh Sharma/

DETAILS OF TRAINING PROGRAMMES PROPOSED TO BE CONDUCTED DURING THE MONTH OF SEPTEMBER, 2012

Sr. No.	Title of the Programme	Date	Course Director/ Course Assistant
	1st Week (03.09.2012 to 07.09.2012)		
1.	Disciplinary Proceedings/Conduct Rules/ Departmental Enquiry	03.09.2012 to 05.09.2012	Sh. K.T. Bodh/
2.	Right to Information Act, 2005	06.09.2012 to 07.09.2012	Dr. Gopal Krishan/
3.	Data Management in Govt. offices	06.09.2012 to 07.09.2012	Dr. Rakesh Sharma/
4.	Basic Computer Course	03.09.2012 to 07.09.2012	Ms. Kiran/
5.	Audit & Budget (GOI)	03.09.2012 to 05.09.2012	Sh. H. K. Sharma/
6.	Disaster Management Course	03.09.2012 to 07.09.2012	Dr. (Mrs.) G.P.Kapoor/
7.	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
	2nd Week (10.09.2012 to 15.09.2012)		
1.	Office Procedure & Financial Administration	10.09.2012 to 14.09.2012	Sh. D. R. Negi/
2.	Service Delivery / Citizen Charter	10.09.2012 to 12.09.2012	Dr. K.K. Handa /
3.	Advance Computer Course	10.09.2012 to 12.09.2012	Sh. Sandeep/
4	SIRD	10.09.2012 to 14.09.2012	Sh. Satish Sharma/
5	SIRD-MIS	10.09.2012 to 15.09.2012	Sh. Sandeep/
6	Disaster Management Course	10.09.2012 to 14.09.2012	Dr. (Mrs.) G.P. Kapoor/
7	SAS Part-I Training	02.04.2012 to 15.09.2012	Sh. H.K.Sharma/ Sh. Prem Chauhan
	3rd Week (17.09.2012 to 22.09.2012)		
1.	Disciplinary Proceedings/Conduct Rules/ Departmental Enquiry	17.09.2012 to 19.09.2012	Sh. K. T. Bodh/

2.	Good Governance	20.09.2012 to 22.09.2012	Dr. K.K. Handa /
3	Basic Computer Course	17.09.2012 to 21.09.2012	Ms. Kiran/
4.	Audit & Budget (GOI)	17.09.2012 to 19.09.2012	Sh. H.K.Sharma/
5	SIRD	17.09.2012 to 21.09.2012	Sh. Satish Sharma/
6.	SIRD	17.09.2012 to 19.09.2012	Sh. Satish Sharma/
7	Training Needs Analyses (TNA)	17.09.2012 to 29.09.2012	Sh. H.K.Sharma
	4th Week (24.09.2012 to 29.09.2012)		
1.	Office Procedure & Financial Administration	24.09.2012 to 28.09.2012	Sh. D. R. Negi/
2.	Right to Information Act, 2005	28.09.2012 to 29.09.2012	Dr. Gopal Krishan/
3.	Advance Computer	24.09.2012 to 26.09.2012	Sh. Sandeep/
4.	SIRD	24.09.2012 to 28.09.2012	Sh. Satish Sharma/
5.	SIRD	24.09.2012 to 26.09.2012	Sh. Satish Sharma/
6.	Disaster Management Course	24.09.2012 to 28.09.2012	Dr. (Mrs.) G.P.Kapoor/
7.	Training Needs Analyses (TNA)	17.09.2012 to 29.09.2012	Sh. H.K.Sharma

DETAILS OF TRAINING PROGRAMMES PROPOSED TO BE CONDUCTED DURING THE MONTH OF OCTOBER, 2012

Sr. No.	Title of the Programme	Date	Course Director/ Course Assistant
	1st Week (01.10.2012 to 06.10.2012)		
1.	Disciplinary Proceedings/Conduct Rules/ Departmental Enquiry	03.10.2012 to 05.10.2012	Sh. K. T. Bodh/
2.	Right to Information Act, 2005	05.10.2012 to 06.10.2012	Dr. Gopal Krishan/
3.	Personal Efficiency and Time Management	05.10.2012 to 06.10.2012	Dr. Rakesh Sharma/
4	Basic Computer Course	01.10.2012 to 05.10.2012	Ms. Kiran/
5.	SIRD	01.10.2012 to 05.10.2012	Sh. Rajeev Bansal/
6.	SIRD -MIS	03.10.2012 to 06.10.2012	Sh. Sandeep/
7.	H.P. Public Service guarantee Act for Excise (Paid)	03.10.2012 t0 05.10.2012	Dr. K.K. Handa/

	2ⁿᵈ Week (08.10.2012 to 12.10.2012)		
1.	Office Procedure & Financial Administration	08.10.2012 to 12.10.2012	Sh. D. R. Negi/
2.	Foundational Course for HAS and other Gazetted Officers.	08.10.2012 to 07.12.2012	Additional Director/
3.	Disciplinary Proceedings/Conduct Rules/ Departmental Enquiry	10.10.2012 to 12.10.2012	Sh. K. T. Bodh/
4.	Advance Computer Course	08.10.2012 to 10.10.2012	Sh. Sandeep/
5.	SIRD	08.10.2012 to 12.10.2012	Sh. Satish Sharma/
6.	SIRD	08.10.2012 to 12.10.2012	Sh. Satish Sharma/
7.	Basic Computer Course for D.C.Office Shimla (Paid)	08.10.2012 to 12.10.2012	Ms. Kiran
	3ʳᵈ Week (15.10.2012 to 20.10.2012)		
1.	Foundational Course for HAS and other Gazetted Officers.	08.10.2012 to 07.12.2012	Additional Director/
2.	Office Procedure & Financial Administration	15.10.2012 to 19.10.2012	Sh. D. R. Negi/
3.	Basic Computer Course	15.10.2012 to 19.10.2012	Ms. Kiran/
4.	SIRD	15.10.2012 to 19.10.2012	Sh. Rajeev Bansal/
5.	SIRD-MIS	15.10.2012 to 20.10.2012	Sh. Sandeep/
6.	Disaster Management Course	15.10.2012 to 19.10.2012	Dr.(Mrs.) G. P. Kapoor
7.	Advance Course on PPP (GOI-Paid)	15.10.2012 to 19.10.2013	Dr. Rakesh Sharma/
8.	SAS Part-II Training	15.10.2012 to 15.03.2013	
	4ᵗʰ Week (22.10.2012 to 27.10.2012)		
1.	Foundational Course for HAS and other Gazetted Officers.	08.10.2012 to 07.12.2012	Additional Director/
2.	Right to Information Act, 2005	26.10.2012 to 27.10.2012	Dr. Gopal Krishan/
3.	Personal Efficiency and Time Management	22.10.2012 to 23.10.2012	Dr. Rakesh Sharma/
4.	Data Management in Govt. offices	25.10.2012 to 26.10.2012	Dr. Rakesh Sharma
5.	Advance Computer Course	22.10.2012 to 24.10.2012	Sh. Sandeep/
6.	SIRD	22.10.2012 to 26.10.2012	Sh. Satish Sharma
7.	SAS Part-II Training	15.10.2012 to 15.03.2013	

	5th Week (30.10.2012 to 03.11.2012)		
1.	Foundational Course for HAS and other Gazetted Officers.	08.10.2012 to 07.12.2012	Additional Director/
2.	Training on Income Tax	01.11.2012 to 02.11.2012	Sh. K. T. Bodh/
3.	Right to Information Act, 2005	02.11.2012 to 03.11.2012	Dr. Gopal Krishan/
4.	Personal Efficiency and Time Management	02.11.2012 to 03.11.2012	Dr. Rakesh Sharma/
5.	Basic Computer Course	29.10.2012 to 02.11.2012	Ms. Kiran
6.	SIRD	30.10.2012 to 01.11.2012	Sh. Satish Sharma/
7.	Awareness/Sensitization Programme on PPP (GOI-Paid)	03.11.2012	Dr. Rakesh Sharma
8.	SAS Part-II Training	15.10.2012 to 15.03.2013	

DETAILS OF TRAINING PROGRAMMES PROPOSED TO BE CONDUCTED DURING THE MONTH OF NOVEMBER, 2012

Sr. No.	Title of the Programme	Date	Course Director/ Course Assistant
	1st Week (05.11.2012 to 09.11.2012)		
1	Foundational Course for HAS and other Gazetted Officers.	08.10.2012 to 07.12.2012	Additional Director/
2	Office Procedure & Financial Administration	05.11.2012 to 09.11.2012	Sh. D. R. Negi/
3.	Advance Computer Course	05.11.2012 to 07.11.2012	Sh. Sandeep/
4.	SIRD	05.11.2012 to 09.11.2012	Sh. Satish Sharma/
5.	SIRD	05.11.2012 to 09.11.2012	Sh. Rajeev Bansal/
6.	Disaster Management Course	05.11.2012 to 09.11.2012	Dr.(Mrs.) G.P. Kapoor
7.	Workshop on Forestry-Past, Present and Future Road Map (Paid)	05.11.2012 to 06.11.2012	Dr. K.K.Handa/ Sh. Tirath Ram Sharma
8.	SAS Part-II Training	15.10.2012 to 15.03.2013	
	2nd Week (12.11.2012 to 17.11.2012)		
1.	Foundational Course for HAS and other Gazetted Officers.	08.10.2012 to 07.12.2012	Additional Director/
2.	Communication and Presentation Skills	14.11.2012 to 16.11.2012	Dr. Rakesh Sharma/
3.	SAS Part-II Training	15.10.2012 to 15.03.2013	

	3rd Week (19.11.2012 to 24.11.2012)		
1.	Foundational Course for HAS and other Gazetted Officers.	08.10.2012 to 07.12.2012	Additional Director/
2.	Office Procedure & Financial Administration	19.11.2012 to 23.11.2012	Sh. D. R. Negi/
3.	Basic Computer Course	19.11.2012 to 23.11.2012	Ms. Kiran/
4.	SIRD	19.11.2012 to 23.11.2012	Sh. Satish Sharma/
5.	SIRD-MIS	19.11.2012 to 24.11.2012	Sh. Sandeep/
6.	Disaster Management Course	19.11.2012 to 23.11.2012	Dr.(Mrs.) G.P. Kapoor
7.	SAS Part-II Training	15.10.2012 to 15.03.2013	
	4th Week (26.11.2012 to 01.12.2012)		
1.	Foundational Course for HAS and other Gazetted Officers.	08.10.2012 to 07.12.2012	Additional Director/
2.	Training on Income Tax	26.11.2012 to 27.11.2012	Sh. K. T. Bodh/
3.	Communication and Presentation Skills	28.11.2012 to 30.11.2012	Dr. Rakesh Sharma/
4.	Advance Computer Course	26.11.2012 to 28.11.2012	Sh. Sandeep/
5.	SIRD	26.11.2012 to 30.11.2012	Sh. Rajeev Bansal/
6.	SIRD	26.11.2012 to 28.11.2012	Sh. Satish Sharma/
7.	Office Procedure & Financial Administration for D.C.Office Shimla (Paid)	26.11.2012 to 01.12.2012	Sh. D. R. Negi/
8.	SAS Part-II Training	15.10.2012 to 15.03.2013	

DETAILS OF TRAINING PROGRAMMES PROPOSED TO BE CONDUCTED DURING THE MONTH OF DECEMBER, 2012

Sr. No.	Title of the Programmed	Date	Course Director/ Course Assistant
	1st Week (03.12.2012 to 07.12.2012)		
1.	Foundational Course for HAS and other Gazetted Officers.	08.10.2012 to 07.12.2012	Additional Director/
2.	Communication and Presentation Skills	03.12.2012 to 05.12.2012	Dr.Rakesh Sharma
3.	Basic Computer Course	03.12.2012 to 07.12.2012	Ms. Kiran/
4.	SIRD	03.12.2012 to 07.12.2012	Sh. Satish Sharma/
5.	SIRD	03.12.2012 to 05.12.2012	Sh. Satish Sharma/
6.	SAS Part-II Training	15.10.2012 to 15.03.2013	
	2nd Week (10.12.2012 to 15.12.2012)		
1.	Professional Training for HAS Officers	10.12.2012 to 03.03.2013	Additional Director/
2.	Office Procedure and Financial Administration	10.12.2012 to 14.12.2012	Sh. D. R. Negi/
3.	Advance Computer Course	10.12.2012 to 14.12.2012	Sh. Sandeep/
4.	SIRD	10.12.2012 to 14.12.2012	Sh. Rajeev Bansal/
5.	SIRD	10.12.2012 to 12.12.2012	Sh. Satish Sharma/
6.	Disaster Management Course	10.12.2012 to 14.12.2012	Dr.(Mrs.)G. P. Kapoor/
7.	SAS Part-II Training	15.10.2012 to 15.03.2013	
	3rd Week (17.12.2012 to 22.12.2012)		
1.	Professional Training for HAS Officers	10.12.2012 to 03.03.2013	Additional Director/
2.	Office Procedure & Financial Administration	17.12.2012 to 21.12.2012	Sh. D. R. Negi/
3.	Basic Computer Course	17.12.2012 to 21.12.2012	Ms. Kiran/
4.	SIRD	17.12.2012 to 21.12.2012	Sh. Satish Sharma/
5.	SIRD-MIS	17.12.2012 to 22.12.2012	Sh. Sandeep/
6.	SAS Part-II Training	15.10.2012 to 15.03.2013	

	4th Week (24.12.2012 to 29.12.2012)		
1.	Professional Training for HAS Officers	10.12.2012 to 03.03.2013	Additional Director/
2.	Advance Computer Course	27.12.2012 to 29.12.2012	Sh. Sandeep/
3.	SIRD	24.12.2012 to 28.12.2012	Sh. Satish Sharma/
4.	SIRD	24.12.2012 to 26.12.2012	Sh. Satish Sharma/
5.	SAS Part-II Training	15.10.2012 to 15.03.2013	
	4th Week (31.12.2012 to 05.01.2013)		
1.	Professional Training for HAS Officers	10.12.2012 to 03.03.2013	Additional Director/
2.	SIRD	31.12.2012 to 04.01.2013	Sh. Rajeev Bansal/
3.	SIRD-MIS	31.12.2012 to 05.01.2013	Sh Sandeep/
4.	SAS Part-II Training	15.10.2012 to 15.03.2013	

DETAILS OF TRAINING PROGRAMMES PROPOSED TO BE CONDUCTED DURING THE MONTH OF JANUARY, 2013

Sr. No.	Title of the Programme	Date	Course Director/ Course Assistant
	1st Week (07.01.2013 to 11.01.2013)		
1.	Professional Training for HAS Officers	10.12.2012 to 03.03.2013	Additional Director/
2.	Office Procedure and Financial Administration	07.01.2013 to 11.01.2013	Sh. D. R. Negi/
3.	Basic Computer Course	07.01.2013 to 11.01.2013	Ms. Kiran/
4.	SIRD	07.01.2013 to 11.01.2013	Sh. Satish Sharma/
5.	SIRD	07.01.2013 to 09.01.2013	Sh. Satish Sharma/
6.	Disaster Management Course	07.01.2013 to 11.01.2013	Dr.(Mrs.) G.P. Kapoor/
7	SAS Part-II Training	15.10.2012 to 15.03.2013	
	2nd Week (14.01.2013 to 19.01.2013)		
1.	Professional Training for HAS Officers	10.12.2012 to 03.03.2013	Additional Director/
2.	Office Procedure and Financial	14.01.2013 to	Sh. D. R. Negi/

	Administration	18.01.2013	
3.	Advance Computer Course	14.01.2013 to 16.01.2013	Sh. Sandeep/
4.	SIRD	14.01.2013 to 18.01.2013	Sh. Rajeev Bansal/
5.	SIRD	14.01.2013 to 16.01.2013	Sh. Satish Sharma/
6	Disaster Management Course	14.01.2013 to 18.01.2013	Dr(Mrs.) G.P. Kapoor/
7.	SAS Part-II Training	15.10.2012 to 15.03.2013	
	3rd Week (21.01.2013 to 24.01.2013)		
1.	Professional Training for HAS Officers	10.12.2012 to 03.03.2013	Additional Director/
2.	Basic Computer Course	21.01.2013 to 24.01.2013	Ms. Kiran/
3.	SIRD	21.01.2013 to 23.01.2013	Sh. Satish Sharma/
4.	SIRD-MIS	21.01.2013 to 23.01.2013	Sh. Sandeep/
5.	SAS Part-II Training	15.10.2012 to 15.03.2013	
	4th Week (28.01.2013 to 02.02.2013)		
1.	Professional Training for HAS Officers	10.12.2012 to 03.03.2013	Additional Director/
2.	Advance Computer Course	28.01.2013 to 30.01.2013	Sh. Sandeep/
3.	SIRD	28.01.2013 to 01.02.2013	Sh. Satish Sharma/
4.	SIRD	28.01.2013 to 01.02.2013	Sh. Rajeev Bansal/
5.	Disaster Management Course	28.01.2013 to 01.02.2013	Dr.(Mrs.) G.P. Kapoor/
6.	SAS Part-II Training	15.10.2012 to 15.03.2013	

DETAILS OF TRAINING PROGRAMMES PROPOSED TO BE CONDUCTED DURING THE MONTH OF FEBRUARY, 2013

Sr. No.	Title of the Programme	Date	Course Director/ Course Assistant
	1st Week (04.02.2013 to 08.02.2013)		
1.	Professional Training for HAS Officers	10.12.2012 to 03.03.2013	Additional Director/
2.	Officer Procedure and Financial Administration	04.02.2013 to 08.02.2013	Sh. D. R. Negi/
3.	Basic Computer Course	04.02.2013 to 08.02.2013	Ms. Kiran/
4.	SIRD	04.02.2013 to 08.02.2013	Sh. Rajeev Bansal/
5.	Disaster Management Course	04.02.2013 to 08.02.2013	Dr(Mrs.) G.P.Kapoor/
6.	SAS Part-II Training	15.10.2012 to 15.03.2013	
	2nd Week (11.02.2013 to 16.02.2013)		
1.	Professional Training for HAS Officers	10.12.2012 to 03.03.2013	Additional Director/
2.	Officer Procedure and Financial Administration	11.02.2013 to 15.02.2013	Sh. D. R. Negi/
3.	Advance Computer Course	11.02.2013 to 13.02.2013	Sh. Sandeep
4.	SIRD	11.02.2013 to 15.02.2013	Sh. Rajeev Bansal/
5.	Disaster Management Course	11.02.2013 to 15.02.2013	Dr(Mrs.) G.P.Kapoor/
6.	SAS Part-II Training	15.10.2012 to 15.03.2013	
	3rd Week (18.02.2013 to 23.02.2013)		
1.	Professional Training for HAS Officers	10.12.2012 to 03.03.2013	Additional Director/
2.	SIRD	18.02.2013 to 22.02.2013	Sh. Rajeev Bansal/
3.	Disaster Management Course	18.02.2013 to 22.02.2013	Dr(Mrs.) G.P.Kapoor/
4.	SAS Part-II Training	15.10.2012 to 15.03.2013	
	4th Week (25.02.2013 to 02.03.2013)		
1.	Professional Training for HAS Officers	10.12.2012 to 03.03.2013	Additional Director/
2.	SIRD	25.02.2013 to 01.03.2013	Sh. Rajeev Bansal/
3.	SAS Part-II Training	15.10.2012 to 15.03.2013	

DETAILS OF TRAINING PROGRAMMES PROPOSED TO BE CONDUCTED DURING THE MONTH OF MARCH 2013

Sr. No.	Title of the Programme	Date	Course Director/ Course Assistant
	1st Week (04.03.2013 to 08.03.2013)		
1.	SAS Part-II Training	15.10.2012 to 15.03.2013	
	2nd Week (11.03.2013 to 16.03.2013)		
1.	SAS Part-II Training	15.10.2012 to 15.03.2013	

Annexure-B

RATES FOR ORGANIZING PAID TRAININGS

Sr. No.	Particulars	Rate per unit (Rupees)	Remarks
1.	**Boarding and Lodging charges**		
i)	For Resident participants	1,000.00	Per head per day
ii)	For non-resident participants	300.00	Per head per day
2.	**Conference Hall/Class Room Charges including Teaching aid and Projector charges**		
i)	Main Conference Hall (Seating capacity 120-130 persons)	10,000.00	Per day
ii)	Kailash Conference Hall (Seating capacity 45-50 persons)	6,000.00	Per day
iii)	Class Rooms (Sun Room & Ivy Room) (Seating capacity 30-35 persons)	5,000.00	Per day
iv)	Class Rooms (Silver Moon & Savottam) (Seating capacity 20-25 persons)	3,000.00	Per day
v)	I.T. Room (Seating capacity 30-35 persons)	5,000.00	Per day
vi)	I.T. Labs (At IT Centre and Reception) (Seating capacity 30-35 persons)	10,000.00	Per day
3.	**Honorarium & T.A. for Guest Faculties (on actual basis)**		
i)	For Outside States (4 sessions a day)	500.00	Per session
ii)	For State/Local stationed Faculties (4 sessions a day)	400.00	Per session
iii)	TA	On actual basis	-
4.	**Training Kit**		
i)	For Non-Gazetted officials	250.00	Per participant
ii)	For Gazetted Officers or	600.00	Per participant
iii)	As per requirement	800.00	Per participant
5.	**Office Services/ Local Transportation/ Miscellaneous expenditure incurred on training etc.**	**20% of the total expenditure**	

Demand of Courses, received from various Departments for the year 2012-2013

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 & Empower-ment	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		3days	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
Under State Training Policy, 2009

1. Sh. N.B.Sharma, Deputy Director, Economics & Statistics, Shimla
2. 2. Er. Sanjeev Kaul, Executive Engineer (Hydrology), I & PH. Division No. 11 Shimla
3. Dr. S. Prakash Sharma , District Ayaurvedic 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 Husbadry, Shimla
12. Dr. Ajay Sood, Medical Superintendent, RAH, Chhota Shimla
13. Sh. Tarnjeet Singh, Dy.S.P., Sttate 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 Director, Food & Civil Supplies, Shimla
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, Research Officer, 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

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.

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List of Departments attended Training Managers 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

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