

TRAINING PROGRAMMES 2010-11

PROFESSIONAL COURSES

INSTITUTIONAL TRAINING FOR IAS PROBATIONERS 2009 BATCH

Aims and Objectives

- To help inculcate values, ideals and attributes in IAS probationers.
- To acquaint probationers with the local laws, local culture, environment and functioning of the State Government and its agencies.
- To provide exposure to the probationer to the working of various Departments of State Govt. and PSUs.
- To introduce probationers to the Constitutional and other senior functionaries in the State.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
IAS Probationers of 2009 batch	Addl. Director/Joint Director	7 th June to 6 th July, 2010

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 issues through a well defined syllabi.
- To acquaint them with the provisions of Right to Information Act, 2005

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
HAS and Other Gazetted Officers of the State Government.	Addl. Director/ Joint Director	11 th Oct. to 10 th Dec., 2010

PROFESSIONAL TRAINING FOR HAS OFFICERS OF 2009 BATCH

Aims and Objectives

- Enabling the officers to acquaint themselves with the local laws, local culture, institutional and work environment.
- Acquisition of IT skills.
- Motor Driving and Target shooting.
- Parliamentary procedures and work.
- To introduce probationers to the Constitutional and other senior functionaries in the State.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
HAS Officers 2009 batch.	Addl. Director/Joint Director	13 Dec.,2010 to 27 Feb, 2011

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.	JC(F&A)	Part I: Part II: (date decided later-on)

NIRD OFF CAMPUS PROGRAMMES

Aims and Objectives

- To familiarize the participants with concept and implementation of MoRD Flagship programme proposed by the NIRD Hyderabad.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
District /Block level officers & elected representatives of PRIs	Sh. Satish Sharma	17-21 May,2010

SIRD PROGRAMMES

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
District /Block level officers & elected representatives of PRIs	Sh. Satish Sharma	01-04 April,2010
	Mrs. Bhawna	05-09 April,2010
	Sh. Rajeev Bansal	05-09 April, 2010
	Mrs. Bhawna	19-23 April, 2010
	Sh.Satish Sharma	19-23 April, 2010
	Sh. Satish Sharma	26-30 April, 2010
	Sh. Rajeev Bansal	03-05 May, 2010
	Mrs. Bhawna	10-14 May, 2010
	Sh. Satish Sharma	10-14 May, 2010
	Sh. Rajeev Bansal	17-21 May, 2010
	Mrs. Bhawna	07-11 June, 2010
	Sh. Satish Sharma	07-11 June, 2010
	Mrs. Bhawna	14-18 June, 2010
	Sh. Rajeev Bansal	21-25 June, 2010
	Sh. Satish Sharma	05-09 July, 2010
	Mrs. Bhawna	05-09 July, 2010
	Sh. Satish Sharma	19-23 July, 2010
	Sh. Rajeev Bansal	19-23 July, 2010
	Sh. Satish Sharma	26-30 July, 2010
	Sh. Satish Sharma	02-06 Aug. 2010
Sh.Rajeev Bansal	02-06 Aug., 2010	
Sh. Satish Sharma	09-13 Aug., 2010	

	Mrs. Bhawna	16-20 Aug., 2010
	Sh. Rajeev Bansal	25-27 Aug., 2010
	Sh. Satish Sharma	06-10 Sept., 2010
	Sh. Rajeev Bansal	06-10 Sept., 2010
	Sh. Rajeev Bansal	13-17 Sept., 2010
	Mrs. Bhawna	13-17 Sept., 2010
	Sh. Satish Sharma	27 Sept.-01 Oct., 2010
	Sh. Rajeev Bansal	27 Sept.-01 Oct., 2010
	Sh. Satish Sharma	04-08 Oct., 2010
	Sh. Rajeev Bansal	04-08 Oct., 2010
	Sh. Satish Sharma	18-21 Oct., 2010
	Mrs. Bhawna	18-21 Oct., 2010
	Sh. Rajeev Bansal	01-03 Nov., 2010
	Sh. Rajeev Bansal	08-12 Nov., 2010
	Mrs. Bhawna	08-12 Nov., 2010
	Sh. Rajeev Bansal	22-26 Nov., 2010
	Mrs. Bhawna	22-26 Nov., 2010
	Sh. Rajeev Bansal	29 Nov.-03 Dec., 2010
	Mrs. Bhawna	29 Nov.-03 Dec., 2010
	Sh. Satish Sharma	06-10 Dec., 2010
	Mrs. Bhawna	06-10 Dec., 2010
	Sh. Rajeev Bansal	13-16 Dec., 2010
	Sh. Satish Sharma	27-31 Dec., 2010
	Mrs. Bhawna	27-31 Dec., 2010
	Sh. Satish Sharma	10-14 Jan., 2011
	Mrs. Bhawna	10-14 Jan., 2011
	Sh. Rajeev Bansal	17-21 Jan., 2011
	Mrs. Bhawna	31 Jan.-04 Feb., 2011
	Sh. Satish Sharma	31 Jan.-04 Feb., 2011
	Sh. Satish Sharma	07-11 Feb., 2011
	Sh. Rajeev Bansal	07-11 Feb., 2011
	Sh. Satish Sharma	14-18 Feb., 2011
	Sh. Satish Sharma	02-04 March, 2011
	Mrs. Bhawna	02-04 March, 2011
	Sh. Satish Sharma	07-11 March, 2011
	Sh. Satish Sharma	16-18 March, 2011
	Sh. Rajeev Bansal	21-23 March, 2011

OTHER PROGRAMMES

OFFICE PROCEDURE AND FINANCIAL ADMINISTRATION/FINANCIAL MANAGEMENT

Aims and Objectives

- To make the participant aware of Indian Financial Administration System.
- To create understanding about Centre-State Financial Relations and Resource Sharing.
- Application of Accounting system and financial rules in office administration.
- To create awareness about regulatory mechanism for administering State Finance. Audit, its importance and Role of CAG with respect to audit.
- To acquaint them with the PWD(People with Disability) Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Senior & Middle Level Officers of various Departments of the State.	JC/DC(F&A)	05-09 April, 2010 03-07 May, 2010 07-11 June, 2010 14-18 June, 2010(GOI) 29 June-2 nd July,2010 19-23 July,2010(Health Deptt.) 26-30 July, 2010 (GOI) 02-06 Aug., 2010 06-10 Sep., 2010 H.P.Sectt(GOI). 20-24 Sep, 2010(Health Deptt.) 04-08 Oct., 2010 08-12 Nov.,2010 22-26 Nov., 2010 06-10 Dec.,2010(Edu.Deptt.) 20-24 Dec.,2010 27-31 Dec.,2010 03-07 Jan., 2011 17-21 Jan., 2011 31 Jan.-4 Feb.,2011 07-11 Feb., 2011 21-25 Feb.,2011 07-11 March, 2011

Noting & Drafting

Aims and Objectives

- To understand concept of office in Government.
- To develop knowledge in Noting & Drafting Skills as per hand book of Office Procedure.
- To impart detail knowledge of record keeping and managing files.
- To acquaint them with PWD(People with Disability) Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officials of the State Government.	JC/DC(F&A)	10-12 May, 2010 (GOI) (HP.Sectt.) 01-03 June, 2010 (GOI) 16-18 June, 2010 (GOI) 02-04 Aug., 2010(GOI) (HP.Sectt.) 25-27 Aug., 2010 11-13 Oct., 2010 (GOI) 17-18 Nov., 2010 13-15 Dec., 2010 (GOI) 27-28 Jan., 2011

DISCIPLINARY PROCEEDINGS/ CONDUCT RULES/DEPARTMENTAL ENQUIRY

Aims and Objectives

- To apprise the participants with various provisions of the Conduct Rules and CCS (CCA) Rules.
- To equip the participants to effectively discharge their role as Inquiry/Presenting officers.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Middle and Junior level officers up to Superintendents of various Departments of the Govt.	JC/DC(F&A)	01-03 April, 2010 16-17 April, 2010 26-28 April, 2010(GOI) 10-12 May, 2010(GOI) 06-08 Oct., 2010 01-03 Nov., 2010 (GOI) 05-07 Jan, 2011 23-25 Feb., 2011

DISCIPLINARY PROCEEDINGS/ OFFICE PROCEDURE

Aims and Objectives

- To apprise the participants with various provisions of the Conduct Rules and CCS (CCA) Rules.
- To equip the participants to effectively discharge their role as Inquiry/Presenting officers.
- To make the participants aware of Indian Financial Administration System/Office Procedure and Financial rules etc.
- Update their knowledge of relevant Rules and Procedures.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officers/Officials of H.P.Ex-Serviceman Corpn. Hamirpur.	JC/DC(F&A)	26-30 July, 2010

PROTECTION OF HUMAN RIGHTS

Aims and Objectives

- To sensitize the participants to the concept of Human Rights.
- To acquaint them with the legal and institutional framework for protection of these rights.
- To familiarize the participants with the concept and various categories of human rights as enshrined in the constitution and various international covenants and conventions.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
DSPs/ Inspectors/ SHOs of Police, Public Prosecutors/ Superintendents of Jails/ District Welfare-cum-Probation Officers.	Faculty(Law)	16-20 Aug., 2010 12-14 Jan., 2011

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
Middle Level Officers of various Departments of the State Govt.	Dr. Gopal Krishan	01-03 June, 2010 (GOI) 21-23 June, 2010 (GOI)

PROTECTION OF CONSUMER RIGHTS

Aims and Objectives

- To expose participants to the history, concept and rationale of Consumer Protection.
- To acquaint participants with the Legal and Institutional framework for consumer protection.
- To sensitize participants about the duties and obligation of government servants especially those dealing with providing public goods and services.
- To acquaint them with the PWD(People with Disability Act).

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Senior and Middle level officers of State Govt. Departments.	Dr. Gopal Krishan	19-23 April, 2010

GOOD GOVERNANCE

Aims and Objectives

- To explain meaning of Good Governance.
- To identify feel good factor in administration.
- To describe basic philosophy of good governance.
- To acquaint them with the PWD)People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Senior and Middle level officers of State Govt. Departments.	Mrs. Bhawna Mrs. Bhawna Mrs. Bhawna Sh.Rajeev Bansal Sh.Rajeev Bansal Dr.Gopal Krishan	07-11 June, 2010 06-08 Sept., 2010 (GOI) 18-20 Oct., 2010 (GOI) 15-16 Nov., 2010 16-18 Feb., 2011 (GOI) 21-23 March, 2011(GOI)

COURT PROCEDURE FOR FOREST DEPARTMENT/FOREST CORPORATION

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
Sr. & Middle Level Officers of Forest Deptt./Corporation.	Faculty(Law)	14-18 June, 2010 09-11 Aug., 2010 (GOI)

COURT PROCEDURE FOR READER/AHALAMAD OF DC OFFICE

Aims and Objectives

- To expose participants to the latest developments in various laws and procedures.
- 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 identify stages of a case in the Court.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Reader/Ahalamad of DC office	Faculty(Law)	29 June-02 July, 2010

Revenue & Judicial Training for Divisional Commissioners Department

Aims and Objectives

- To expose participants to the latest developments in various laws and procedures.
- 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
Tehsildars/Naib Tehsildars	Faculty (Law)	03-07 May, 2010 (GOI) 21-25 June, 2010 26-30 July, 2010 (GOI)

COURT PROCEDURE AND REVENUE ACCOUNTS

Aims and Objectives

- To expose participants to the latest developments in various laws and procedures.
- 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 procedure to be followed in Revenue Accounts.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officials of the DCs Office	Faculty(Law)	27 Sept.-01 Oct., 2010 (GOI)

Revenue Accounts for DCs office Staff

Aims and Objectives

- To improve the knowledge of Revenue Accounts.
- To familiarize the officials about Rules and regulations.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officials of the DCs Office	Sh. K.R. Saijal	05-09 April, 2010

JUDGMENT WRITING AND DECISION MAKING

Aims and Objectives

- To improve the quality of judgments writing and to make them understand it.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Revenue Officers	Sh. K.R. Saijal	12-16 July, 2010

RIGHT TO INFORMATION ACT, 2005

Aims and Objectives

- To sensitize the participants with the concept, rationale and importance of Information
- To acquaint them with the provisions of Right to Information Act, 2005 and the duties and obligations of government officials under the Act.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Gazetted and Non Gazetted Officers of State Government (PIO's and APIO's)	Sh. Rajeev Bansal	01-04 April, 2010 12-13 April, 2010 17-18 May, 2010 07-08 June, 2010 29-30 June, 2010 15-16 July, 2010 26-27 July, 2010 09-10 Aug., 2010 20-21 Sept., 2010 11-12 Oct., 2010 01-02 Nov., 2010 15-16 Nov., 2010 13-14 Dec., 2010 20-21 Dec., 2010 27-28 Dec., 2010 07-08 Jan., 2011 27-28 Jan., 2011 10-11 Feb., 2011 24-25 Feb., 2011 03-04 March, 2011 14-15 March, 2011

SERVICE DELIVERY

Aims and Objectives

- To explain the principles of the Service Delivery.
- To list out salient features and principles of Citizen Charters.
To identify areas and applicability of Citizen Charter.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Senior and Middle Level Officers of various Departments of the State Govt.	Sh. Rajeev Bansal	16-17 April, 2010 27-29 Oct., 2010

GENDER AND DEVELOPMENT

Aims and Objectives

- To expose the participants to the concept of 'Gender' and its importance in development.
- To sensitize participants towards gender concerns with a view to strengthening their competency to promote gender equality and sharing of space in development.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Gazetted/Non-Gazetted officials of the State Govt. Departments.	Mrs. Bhawna	27-29 Oct., 2010

GENDER SENSITISATION AND WOMEN EMPOWERMENT

Aims and Objectives

- To expose the participants to the concept of 'Gender' and its importance in development.
- To sensitize participants towards gender concerns with a view to strengthening their competency to promote gender equality and sharing of space in development.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Gazetted/Non-Gazetted officials of the State Govt. Departments.	Sh. Satish Sharma	13-17 Sept., 2010

PUBLIC DISTRIBUTION SYSTEM

Aims and Objectives

- To sensitize the participants to make the PDS more effective.
- To acquaint them with the legal and institutional framework of PDS
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officers/ Officials of Civil Supply Deptt.	Dr. Gopal Krishan	14-16 March, 2011

DISASTER MANAGEMENT

Aims and Objectives

- Awareness Campaign for Vulnerability of Disasters in Himachal Pradesh and India.
- To apprise the participants about the impact of Disaster.
- To sensitize the participants for prevention, mitigation, preparedness in pre-disaster period and relief-rehabilitation in post-Disaster era.
- To acquaint the participants with provisions to mitigate the Disaster with effective approach of Disaster Management.
- To improve the quick response and recovery with no lack of time to save the humanity.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officers/ Officials of Administration and Revenue Department/ Chairman Zila Parshid, Block Samiti / Pardhan- UpradhanMahila Mandal & NGOs.	Dr.Mrs.G.P.Kapoor	05-09 April, 2010 (NGO/Volunteers) 19-21April, 2010(Rev./Police) 26-30 April,2010(Forest) 03-06 May, 2010 (Elected Members of Zila Parishads/Block Smites) 10-14 May, 2010(Rev.Police & Health) Off Campus Programme. 17-21 May, 2010(Rural Dev.) 31 May-4 June,2010 (Rev. Deptt. NIDM sponsored programme). 7-11 June,2010(Principals/Head Masters of Schools) 14-18 June,2010(Public & Private Transporters/HRTC) 5-9 July,2010(PWD) 19-23 July,2010(Urban Local

		<p>Bodies) 2-6 Aug., 2010(Health Deptt.) 10-13 Aug., 2010 (Rev./Police/Health NIDM Sponsored Programme) 16-20 Aug.,2010(Agriculture) 13-17 Sept.,2010(Home Guards/Police) 27 Sept.-01 Oct.,2010(PWD) 4-8 Oct.,2010(Elected Members of Panchyats) 18-21 Oct.,2010(Housing Boards/TCP) 8-12 Nov.,2010(College Principals) 22-26 Nov.,2010(Horticulture) 6-10 Dec.,2010(Principals/Head Masters of Schools) 20-24 Dec.,2010 (IPH) 3-7 Jan.,2011(Health) 17-21 Jan.,2011(Socially Empowered Women Groups) 31 Jan.-4 Feb.,2011(College Principals) 7-9 March,2011(HIPA Staff)</p>
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REFRESHER COURSE FOR 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
Officers/ Officials of Excise and Taxation Department	JC/DC(F&A) Sh. Rajeev Bansal	02-06 Aug., 2010 09-11 Aug.,2010 (GOI) 19 Nov.-03 Dec., 2010

INDUCTION/REFRESHER TRAINING PROGRAMME FOR EXCISE AND TAXATION DEPARTMENT

Aims and Objectives

- To acquaint the participants with the implementation of various Rules & Acts relating to Excise & Tax Administration.
- To impart basic knowledge on office working and various aspects of the Department.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	PARTICIPATION LEVEL	PARTICIPATION LEVEL
Officers/ Officials of Excise and Taxation Department	Sh. Rajeev Bansal Sh. K.R. Saijal JC/DC(F&A)	26-30 April, 2010 21-25 June, 2010 20-24 Dec., 2010

REFRESHER COURSE ON EXCISE ADMINISTRATION

Aims and Objectives

- To acquaint the participants with the implementation of various Rules & Acts relating to Excise & Tax Administration.
- Detailed interaction on selected topics of Excise Act & Rules there-under.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	PARTICIPATION LEVEL	PARTICIPATION LEVEL
Officers/ Officials of Excise and Taxation Department	Faculty (Law)	24-26 May, 2010

WOMEN EMPOWERMENT

Aims and Objectives

- Acquaint the participants with the concept of Women Empowerment.
- To prepare & reorient the participants to act as resource persons at Block & below Block level.
- To take the feed back from the participants on implementation of TSC & to suggest corrective measures for improvements in its implementation.
- To acquaint them with the PWD People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officers/ Officials of Panchayati Raj and Rural Development and other Departments of State Govt.	Mrs. Bhawna	24-26 May, 2010

STRESS MANAGEMENT

Aims and Objectives

- To acquaint participants with the work oriented stress.
- To acquaint the officers with the techniques of relief from stress.
- To mentally prepare participants in coping with stress at workplace.
- To acquaint them with the provisions of Right to Information Act, 2005 and the duties and obligations of government officials under the Act.
- To acquaint them with the PWD(People with Disability) Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Senior and Middle Level Officers of various Departments of the State Govt.	Dr. Gopal Krishan	12-13 April, 2010 10-14 May, 2010 (GOI) 29 June-02 July, 2010 17-18 Nov., 2010

TRAINING ON STATISTICS DATA USE APPLICATION AND MANAGEMENT IN GOVERNMENT

Aims and Objectives

- To strengthen the statistical systems in the State.
- To acquaint the participants with statistical methods and their usage.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officers/ Officials of Higher Education Deptt.	Sh. Rajeev Bansal	05-09 July,2010(Edu.)

TRAINING ON PUBLIC RELATION PRACTICE

Aims and Objectives

- To acquaint officers with latest techniques of Public Relations.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
DPRO/APRO/Editors/Sub-Editors	Dr. Gopal Krishan	01-03 April,2010

TRAINING ON CLASS ROOM TEACHING

Aims and Objectives

- To acquaint them Class Room teaching, pedagogy, communication skills, evaluation strategy, Micro teaching lesson plan.
- To acquaint them with the PWD(People with Disability) Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Lecturers College/10+2	Dr. Gopal Krishan	24-26 May, 2010 29 Nov.-03 Dec., 2010

TRAINING ON ART OF LIVING

Aims and Objectives

- To know what exactly is meant by the term, “the art of living”.
- To find effective and permanent solution to man’s manifold problems faced during the course of his life and
- To look for solutions to all major problems not in the exterior world but within himself, in order to achieve sustained inner peace happiness & serenity.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	PARTICIPATION LEVEL	DATES
Senior and Middle Level Officers of the State Govt.	System Analyst(IT)	24-26 May, 2010

TRAINING ON POSITIVE THINKING

Aims and Objectives

- To have a healthy atmosphere and environment in the society.
- To attain mental peace.
- To realize the importance by overall personality development for personal and organizational goals.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Sr. and Middle Level Officers of the State Government.	Mrs. Bhawna	24-26 May, 2010

TRAINING ON POSITIVE THINKING AND ART OF LIVING

Aims and Objectives

- To develop an insight into the process of employee motivation and identify the factors influencing employee involvement and commitment.
- To develop to use art of living in day to day affairs.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Sr. and Middle Level Officers of the State Government.	Mrs. Bhawna	25-27 Aug., 2010

TRAINING ON EFFECTIVE LEADERSHIP AND CLARITY

Aims and Objectives

- To analyze the process of decision making in government and in corporate organizations
- To make decision more rational and acceptable to those who are affected by them.
- To look at the obstacles that comes in way in solving organizational problems.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Sr. and Middle Level Officers of the State Govt.	Sh.Satish Sharma	01-04 June, 2010

TRAINING ON IMPORTANCE OF ETHICS AND VALUE

Aims and Objectives

- To make participants understand 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
Sr. and Middle Level Officers of the State Government.	Mrs. Bhawna	01-04 June, 2010

TRAINING ON HANDLING LITIGATION

Aims and Objectives

- To provide participants knowledge and skills in preparing factual reports and para-wise comments regarding notices, plaints and petitions.
- To develop a sharpened awareness of necessary legal terminology and its significance.
- To provide basic knowledge of the legal procedure adopted in civil and criminal courts, High Courts & Supreme Court.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Sr. and Middle Level Officers of the State Government.	Faculty(Law)	21-25 June, 2010

TRAINING ON PERSONAL RE-ENGINEERING

Aims and Objectives

- To bring certain positive changes in one's life.
- To change one's existing habits.
- To bring change in the way we want ourselves to be in order to be more fruitful to society.
- To acquaint them with the PWD(People with Disability)Act.
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PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Sr. and Middle Level Officers of the State Government.	Dr. Gopal Krishan	29 June-02 July, 2010

TRAINING ON PERSONALITY DEVELOPMENT STRESS AND TIME MANAGEMENT

Aims and Objectives

- To explain the importance of managing self with reference to time.
- To familiarize participants with basic concept of time management.
- To identify the symptoms of excessive stress in themselves and others.
- To explore various strategies to cope with stress and prepare an action plan to improve the stress bearing capability their own and their work group.
- To acquaint them with the PWD(People with Disability)Act.
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PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officers & Officials of the Technical Education Deptt.	Sh. Rajeev Bansal	19-23 July, 2010

TRAINING ON BUILDING ACCOUNTABILITY IN GOVERNMENT

Aims and Objectives

- To state the need of maintaining high standard of Public Conduct and Probity.
- To explain the necessity of transparency of accountability in Public Funds & provisions of RTI Act.
- To state the ways of combating corruption.
- To describe duties & responsibilities of Vigilance Officers appointed in various departments and PSUs.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Senior and Middle Level Officers of the State Government.	JC/DC(F&A)	16-20 Aug., 2010

REFRESHER COURSE ON MOTOR VEHICLE ACT

Aims and Objectives

- To describe the participants with different provisions of Motor Vehicle Act
- To explain the latest provisions of road tax rules under Motor Vehicle Act.
- To explain the transport permits policy of State.
- To state the procedure for computing taxes under Motor Vehicle Act.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officers & Officials of the State Government.	Dr. Gopal Krishan	16-18 Aug., 2010

TRAINING ON CITIZEN CHARTER AND RESPONSIVE ADMINISTRATION

Aims and Objectives

- To discuss basic principles of administration.
- To explain concept of responsive administration.
- To introduce system of Citizen Charter.
- To acquaint them with the PWD(People with Disability) Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Senior & Middle Level Officers of the State Government.	Sh. Rajeev Bansal	25-27 Aug., 2010

TRAINING ON EMOTIONAL INTELLIGENCE

Aims and Objectives

- To examine the need and importance of emotional intelligence for organizational effectiveness.
- To examine the role of leadership in developing emotional intelligence of people in the organization.
- To acquaint them with the PWD (People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Senior & Middle Level Officers of the State Government.	Sh. K.R. Saijal	25-27 Aug., 2010

TRAINING ON CREATIVITY IN ADMINISTRATION AND TEAM BUILDING

Aims and Objectives

- To examine various organizational strategies to develop team spirit in an organization.
- To develop awareness regarding their own behavioural orientation as a team leader.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Senior & Middle Level Officers of the State Government.	Dr. Gopal Krishan	20-21 Sept., 2010

TRAINING ON MANAGEMENT IN GOVERNMENT

Aims and Objectives

- Good Governance including Public Policy, Public Policy process, Public Private Partnership.
- Financial management.
- Financial Management and Financial Rules for better applicability in simple & complex situations.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Senior & Middle Level Officers of the State Government.	Sh. Rajeev Bansal	22-24 Sept., 2010

TRAINING ON ORGANIZATIONAL BEHAVIOUR

Aims and Objectives

- To understand the importance of human processes in achieving organizational effectiveness.
- To reflect on factors influencing the commitment of employees, quality of interpersonal interactions and effectiveness of team performance.
- To explore the ways of managing work motivation and team work in their own organization.
- To acquaint them with the PWD (People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Senior & Middle Level Officers of the State Government.	Mrs. Bhawna	17-18 Nov., 2010

TRAINING ON PERSONAL EFFICIENCY AND TIME MANAGEMENT

Aims and Objectives

- To familiarize participants with basic concept of personal efficiency and time management.
- To relate these concept to actual life and work situation.
- To develop an innovation and problem solving approach through experience sharing. To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Senior & Middle Level Officers of the State Government.	Dr. Gopal Krishan	17-18 Nov., 2010

TRAINING ON DETENTION AND PREVENTION OF EMBAZZLEMENT

Aims and Objectives

- To sensitize the participants about detection and prevention of embezzlement/fraud in Co-op Societies.
- To acquaint them with the legal provisions relating to embezzlement/frauds.
- To acquaint them with the financial provisions and the duties and responsibilities of government officials in the matter.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officers/Officials of Cooperative Department.	JC/DC(F&A)	19-21 Jan., 2011

E-GOVERNANCE AND INFORMATION TECHNOLOGY

BASIC COMPUTER TRAINING PROGRAMME

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.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Gazetted and Non-Gazetted officers of State Government Departments.	System Analyst(IT)/ AP(IT)/ Instructor (IT)	05-09 April, 2010 19-23 April, 2010 26-30 April, 2010 03-07 May, 2010 10-14 May, 2010 17-21 May, 2010 (GOI) 01-04 June, 2010 07-11 June, 2010 14-18 June, 2010 21-25 June, 2010 05-09 July, 2010 12-17 July, 2010 (GOI) 26-30 July, 2010 02-06 Aug., 2010 (Vidhan Sabha) 16-20 Aug., 2010 06-10 Aug., 2010 13-17 Aug., 2010 27 Sept.-01 Oct., 2010 04-08 Oct., 2010 08-12 Nov., 2010 (GOI) 22-26 Nov., 2010 29 Nov.-03 Dec., 2010 20-24 Dec., 2010 27-31 Dec., 2010 03-07 Jan., 2011 10-14 Jan., 2011 31 Jan.-04 Feb., 2011 07-11 Feb., 2011 14-18 Feb., 2011 21-25 Feb., 2011 28 Feb.-04 March, 2011 07-11 March, 2011 14-18 March, 2011 21-25 March, 2011

ADVANCE COMPUTER TRAINING PROGRAMME

Aims and Objectives

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

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Gazetted and Non-Gazetted officers of State Government Departments.	System Analyst(IT)/ AP(IT)	01-03 April, 2010 19-21 April, 2010 03-05 May, 2010 10-12 May, 2010 17-19 May, 2010 24-26 May, 2010 01-03 June, 2010 29 June-01 July, 2010 05-07 July, 2010 09-11 Aug., 2010 (Hr.Edu.) 25-27 Aug., 2010 06-08 Sept., 2010 13-15 Sept., 2010 20-22 Sept., 2010 06-08 Oct., 2010 27-29 Oct., 2010 01-03 Nov., 2010 10-12 Nov., 2010 24-26 Nov., 2010 01-03 Dec., 2010 13-16 Dec., 2010 20-22 Dec., 2010 12-14 Jan., 2011 09-11 Feb., 2011 16-18 Feb., 2011 23-25 Feb., 2011 02-04 March, 2011 09-11 March, 2011 16-18 March, 2011

E-GOVERNANCE

Aims and Objectives

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

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Gazetted officers of State Government Departments.	System Analyst(IT)	12-14 April, 2010 16-17 April, 2010 27-28 Jan., 2011 (GOI)

Refresher Course for Newly Recruited Clerks

Aims and Objectives

- To apprise the participants about the office procedure of noting & drafting
- To make the participants aware of Indian Financial Administration
- Application of Accounting system and financial rules in office administration.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Newly recruited Clerks of Animal Husbandry/other Departments.	Sh. K.T. Bodh	26-30 April, 2010

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
Officers & officials from State Govt. Departments.	JC/DC(F&A)	03-07 May, 2010 (GOI)

PENSION AND RETIREMENT BENEFITS

Aims and Objectives

- To explain the term Qualifying Service and Family Pension.
- To calculate the fraction of year in qualifying services.
- To calculate the full & proportionate pension.
- To describe the death-cum-retirement gratuity(DCRG)
- To apply the concept of commutative of pension
- To prepare pension cases for voluntary retirement.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officers & officials from State Govt. Departments.	JC/DC(F&A)	14-15 June, 2010

AUDIT AND PERFORMANCE BUDGETING

Aims and Objectives

- To describe audit, performance budgeting & performance measurement.
- To explain plans and strategies to match current state of audit performance budgeting & performance measurement with global standards.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officers & officials from State Govt. Departments.	JC/DC(F&A)	16-18 June, 2010

USE OF FILES FOR QUICK AND QUALITY DECISION MAKING IN GOVT.

Aims and Objectives

- To state salient features of Rules of Business & Secretariat Manual.
- To get better understanding of various forms of office communications.
- To monitor file work pendency, work distributions inspection work.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officers & officials from State Govt. Departments.	Sh.K.R.Dhiman	05-07 July, 2010

WORKSHOP ON GENERAL RULES/FINANCIAL/ACCOUNTS/SERVICES/FINANCIAL RULES		
<p><u>Aims and Objectives</u></p> <ul style="list-style-type: none"> • To review of existing provisions of these rules. • To update knowledge in DPC & roster rules and procedure. • To help the participants in improving quality and efficiency in office work. • To acquaint them with the PWD (People with Disability) Act. 		
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Officers & officials from State Govt. Departments.	Sh. K.T. Bodh	05-07 July, 2010

ROLE AND RESPONSIBILITIES OF DTOs/STOs		
<p><u>Aims and Objectives</u></p> <ul style="list-style-type: none"> • To acquaint the participants with their roles responsibilities and functions. • To acquaint them with latest treasury rules & procedure. • To acquaint them with the PWD (People with Disability) Act. 		
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
District Treasury Officers/Sub-Treasury Officers	Sh. K.T. Bodh	12-14 July, 2010

TRAINING ON INCOME TAX		
<p><u>Aims and Objectives</u></p> <ul style="list-style-type: none"> • 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
Officers/Officials of the State Government.	JC/DC(F&A)	12-13 July, 2010

PUBLIC RELATIONS & BEHAVIOUR MANAGEMENT AT THE CUTTING EDGE LEVEL

Aims and Objectives

- To develop capacity of individuals to improve service delivery for effective good governance.
- To acquaint them with the PWD(People with Disability)Act

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Kanungos/Patwaries/Forests Guards/BOs	Sh. K.R. Saijal	19-21 July, 2010

INDUCTION TRAINING FOR NEWLY RECRUITED MOs

Aims and Objectives

- To acquaint them to function better at their jobs in order to ensure quality health care service delivery to the people.
- To make the participants aware of Financial Rules in office administration and office procedure.
- To acquaint them with the PWD (People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Newly Recruited MOs of Health Deptt.	JC/DC(F&A)	22-26 Nov., 2010

OFFICE PROCEDURE TO MAINTAIN THE SYSTEMATICALLY RECORD OF LIBRARY

Aims and Objectives

- To acquaint them with the better knowledge of office procedure, Financial Administration & Financial Management, Motivation and to maintain the systematically record of Library.
- To acquaint them with the PWD(People with Disability)Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Librarian/Assistant Librarian of Hr. Education Department.	JC/DC(F&A)	09-13 Aug., 2010

PROGRAMMES AT REGIONAL TRAINING CENTRES MANDI, DHARAMSHALA, CHAMBA

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

DHARAMSALA			
S.No.	Computer Programmes	No. of Prog.	Duration
1	Basic Computer for PR	6	1 week
2	Application of Double Entry software for Block & DRDA Staff	4	1 week
3	Basic Computer for Other Deptt./ Board/ Corporation of H.P	10	1 week
	Total	20	
Other Programmes			
1.	Office Procedure and Financial administration	5	1 week
2.	Disciplinary Proceedings	2	3 days
3.	Noting & Drafting	3	3 days

MANDI			
S.No.	Programme	No. of Prog.	Duration
1	Basic Computer for PR	06	1 week
2	Application of Double Entry software for Block & DRDA Staff	04	1 week
3	Basic Computer for Other Deptt./ Board/ Corporation of H.P	10	1 week
	Total	20	
Other Programmes			
1.	Office Procedure and Financial administration	5	1 week
2.	Disciplinary Proceedings	2	3 days
3.	Noting & Drafting	3	3 days

CHAMBA			
S.No.	Programme	No. of Prog.	Duration
1	Basic Computer for Elected representative of PRIs under BRGF	05	1 week
2	Application of Double Entry software for Block & DRDA Staff	02	1 week
3	Basic computer Courses for Other Deptt./ Board/ Corporation of H.P	10	1 week
4.	Office Procedure & Financial Administration	05	1 Week
5.	Noting & Drafting	03	3 days
	Total	25	

1	Basic Computer Courses for Other Deptt./ Board/ Corporation of H.P	9	1 week
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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	22-30 April, 2010 06-15 Oct., 2010