

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 2 District Training Centres.

PARTICIPATION IN TRAINING PROGRAMMES

Circulars inviting nominations are issued 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 2013-14 are available on our Website (www.hipashimla.nic.in).

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 are 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 in 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. Wi-Fi is also available in the campus.

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 (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, Chamba and Nahan also have IT training facilities with individual computers for 25 participants each.



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 Schedule for IAS Probationers
(2012 batch)

Sr.No.	Particulars	Duration
1.	Journey days from LBSNAA	1/ ½ Weeks
2.	Institutional training at HIPA (in progress)	6 Weeks
3.	First Phase of District Training	10 Weeks
4.	Departmental Exams.	1½ Weeks
5.	Settlement Training.	8 Weeks
6.	Second Phase of District Training	24 ½ Weeks
7.	Journey Days to LBSNAA.	1½ Weeks
	Total:	52 Weeks

Training Schedule for IAS Probationers of 2012 batch

Sr.No.	Type of Training	Duration
1.	Institutional training at State Administrative Training Institute. <i>Objective: Exposure to Local Laws, Language and Culture of the State.</i>	6 Weeks
2.	Attachment at the Collectorate. <i>Objective: Familiarization with the Administrative Machinery at the District Level.</i>	7 Weeks
3.	Attachment with the Treasury. <i>Objective :Familiarization with the functioning of the treasury.</i>	2 days
4.	Attachment with the District Police Office/Paramilitary Establishment in the District. <i>Objective: Understand Police Magistracy relationship, working of the Police Department</i>	2 Weeks
5.	Departmental Examination	1 ½ Weeks
6.	Attachment with Mofussil Thana <i>Objective: Understand working of Police at grassroot level</i>	3 days
7.	Attachment with Judicial System in the District <i>Objective: To understand Court Procedure and Working of Judiciary</i>	1 Week
8.	Attachment with Zilla Parishad/DRDA <i>Objective: To understand functioning of Panchayati Raj Institutions and Rural Development Schemes</i>	2-weeks
9.	Attachment with Tourism Department <i>Objective: To know about the tourism industry in the state and tourism potential in H.P.</i>	1-Week
10.	Attachment with Forest Department /DFO <i>Objective : To understand Coordination issues between district administration and forest department</i>	3 day
11.	Attachment with Education Department <i>Objective : To understand the working of the department</i>	3 day
12.	Attachment with Health Department <i>Objective : To understand the working of health department</i>	3 day
13.	Attachment with the Civil Supplies Department <i>Objective: To familiarize with functioning of the food security system, especially in the backward areas of the district. Study of PDS shop in rural area.</i>	2 days
14.	Attachment with social welfare/SC/ST/Welfare Department /ITDA <i>Objective : To understand how social sector schemes for the disadvantaged are organized and implemented</i>	3 days
15.	Attachment with line departments like PWD/IPH/Cooperatives/Municipal Corporation/Committee. <i>Objective: To understand Coordination issues with various departments in the District</i>	6 days
16.	Independent charge of Village Level Worker /Panchayat Secretary <i>Objective: To under Stand the function of the grassroot level implementation of government programmes</i>	1 Week

Sr.No.	Type of Training	Duration
17.	Attachment with Patwari/Kanungo <i>Objective : To understand how the grassroot level revenue office functions .During District Training ,Work of Partition, Mutation, Girdawri etc. be done independently as per as possible in his /her hands</i>	2 Weeks
18.	Independent Charge of Block <i>Objective: To understand the working of a block office and the constraints, if any, in implementation of Govt. Programmes</i>	5 Weeks
19.	Independent Charge of Tehsil /Sub-Tehsil <i>Objective: To understand the working of subordinate revenue office .During this period ,the officer will be required to do maximum court work including minimum of 50 mutations and 10 demarcations independently</i>	8 Weeks
20.	Attachment with Sub-Division Office /SDM <i>Objective : To understand functioning of SDO/SDM Office</i>	3 Weeks
21.	Secretariat Training <i>Objective: To get familiarized with the working of various state level departments and to understand coordination issues with the Districts</i>	1 Week
22.	Survey and Settlement <i>Objective: Get a thorough knowledge of settlement operations maintenance o land records, land revenue system etc. Independent charge of patwari may be given after Settlement Training</i>	8 Weeks
23.	Journey days to LBSNNA	1 ½ Weeks

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

Phone Numbers: 2734777
Fax No. 2734679 (STD Code 0177)
OFFICERS AND FACULTY

Name & Designation	Telephone No.	Ext. No.	Telephone No./Mob.	e-mail address
	Office	Office/Resi.	Residence	
Dr.(Mrs.) Purnima Chauhan, IAS Director	2734777	601	9418001253	hipa-hp@nic.in dir.hipa@hp.gov.in
Sh. K.C. Chaman, HAS, Additional Director	2734666	602	9418069444	ad.hipa@hp.gov.in

DMC Faculty Members

Dr. R.K. Sood, Head (DMC)	2734686	618	9418464024	dm2.hipa@hp.gov.in
Sh. Desh Bandhu, Research & Doc. Officer	2734616	616	9816020434	dm3.hipa@hp.gov.in

SIRD. Faculty Members

Sh. Satish C. Sharma, Deputy Director(Research)	2734781	605/401	9459582482	sird1.hipa@hp.gov.in
Sh. Rajeev Bansal, Research Officer	2734675	612	---	sird2.hipa@hp.gov.in

Other Faculty Members

Dr. K. K. Handa, Principal, College Cadre	2734694	604	2627127 9418488055	
Dr. Gopal K.Sanghaik, Asstt. Professor (Pub. Admn)	2734683	606	9418049203	ati1.hipa@hp.gov.in
Dr. Rakesh Sharma, Associate. Professor (Eco. Admn)	2734682	608	2621808 9418095808	ati2.hipa@hp.gov.in

Finance Faculty Members

Sh. K.K. Sharma, Jt. Controller (F&A)	2734689	615	9318502508	fa1.hipa@hp.gov.in
Sh. D.R.Negi, Joint Controller (F&A)	2734676	607	9418396151	fa2.hipa@hp.gov.in
Sh. K.T. Bodh, Jt.. Controller (F&A)	2734602	603/215	9418402745	fa3.hipa@hp.gov.in
Sh. H.M. Verma Dy. Controller(F&A)	2734678	609	9418026963	
Sh. Vikas Bhusan Lalit Dy. Controller (F&A)	2734677	618	9805500011	

I.T. Faculty Members

Sh. Sandeep Kumar, Asstt. Professor (IT)	2734700	613/402	9418266344	it1.hipa@hp.gov.in
Ms. Kiran Kuril, Instructor(IT)	2734614	614	9857185163	it2.hipa@hp.gov.in

Important Telephone Numbers

Sr.No.	Name & Designation	Contact Nos.
1.	Sh. S.K.B.S. Negi, IAS The Principal Secretary(Personnel) to the Government of Himachal Pradesh	0177-2621897
2.	Sh. Sanjay Gupta, IAS Principal Secretary(Training) to the Government of Himachal Pradesh, Shimla – 171002.	0177-2621871
3.	Sh.Dinesh Malhotra, IAS Deputy Commissioner, Shimla	0177-2655988
4.	The Superintendent of Police, Shimla	0177-2656535
5.	Dr. Man Singh, HAS Additional Secretary(Personnel) to the Government of Himachal Pradesh, Shimla – 171002	0177-2626097
6.	The Controller(Fin.&Accounts), Department of Personnel(Accounts) H.P. Secretariat, Shimla -171002.	0177-2628495
7.	The Section Officer, Personnel-I	0177-2880445
Important Nos.		
8.	IGMC Hospital	0177-2803073 2814725
9.	Ambulance	108 (for emergency only) 0177-2804648
10.	Railway Inquiry	0177-2652915
11.	HTRC Control Room	0177-2656326
12.	Bus Stand Inquiry	2658765
13.	HRTC Computer Reservation	2658304
14.	HRTC Inquiry Delhi	011-23868694
15.	ISBT Delhi	23863473
16.	ISBT Chandigarh	0172-2704015

Useful websites

Sr.No.	Name of websites	URL
1.	HIPA	http://www.hipashimla.nic.in
2.	Govt. of H.P.	http://www.himachal.nic.in
3.	HRTC	http://hrtc.gov.in
4.	Deptt. of Public Relation	http://himachalpr.gov.in/



GOVERNMENT OF HIMACHAL PRADESH
INSTITUTE OF PUBLIC ADMINISTRATION

Important & Contemporary Reading Recommended by
HIPA



FOR IAS, HAS & OTHER OFFICERS TRAINEE

Sr. No.	Authors	Title	Publishers
Recommended in 2011			
1.	Nandan Nilekani	Imagining India-The Idea of a Renewed Nation	
2.	Stephen R. Covey	7 Habits of Highly Effective People	
3.	Narayana Murthy	A Better India, a better World	
4.	Dr. Bimal Jalan	The Future of India : Politics, Economics & Governance	
Recommended in 2012			
1	Kautilya	The Arthashastra (1992)	Penguin Books
2.	Noam Chomsky	The Essential Chomsky, (2008)	Penguin Books, India
3.	Jaijit Bhattacharya	e- Govt. 2.0. (2012)	Tata MacGraw Hill Education
4.	Bibek Debroy	Agenda for Improving Governance (2004)	Academic Foundation
5.	Alvin & Heidi Toffer	Revolutionary Wealth (2006)	Currency Book
6.	Kahlil Gibran	The Greatest Works of Kahlil Gibran	Jaico Publishing House
7.	Fareed Zakaria	The Post American World (2008)	Penguin Books
8	Rajeev Malhotra	A critical decade - Policies for India's Development (2012)(Edited)	Oxford University Press
9.	Jeffrey Sachs	The End of Poverty (2005)	Penguin Books
10.	Jagdish Bhagwati	In Defense of Globalization (2004)	Oxford University Press
11.	Thomes Friedman	The World Flat (2005)	Penguin Books
12.	Kishore Mahbubani	Can Asians Think (2004)	Penguin Books
13.	Fareed Zakaria	The Future of Freedom (2003)	Penguin Books
14.	V.S. Naipaul	India: A Wounded Civilization (1988)	Picador
15.	Samuel P. Huntington	The Clash of Civilizations & the Remaking of World Order (1996)	Penguin Books
16.	Amartya Sen	Development as Freedom (2006) & Other Works/Books	Oxford University Press
17.	Wendy Doniger	The Hindus-An Alternative History(2009)	Penguin
18.	Ramachandra Guha	India After Gandhi (2007)	Picador
19.	Essential Reading	Indian History, World History, History of Middle East	Various sources
20.	Essential Reading	Works of Amartya Sen	Oxford University Press

DIRECTOR, HIPA

Website: <http://hipashimla.nic.in>

* MOST OF THE BOOKS ARE AVAILABLE IN HIPA LIBRARY

Institutional Training for IAS Probationers of 2012 Batch

24.06.2013 to 29.06.2013

Working Schedule(1st Week)

Venue : Sun Room

Course Director : Dr. Purnima Chauhan, IAS
Director, HIPA

Co-Course Director : Sh. K.C. Chaman, HAS
Addl. Director, HIPA

Date	Session	Topic	Faculty
24.06.2013	I	Joining & Registration	
	II	About the Institute.	Director/Additional Director, HIPA
	III & IV	Shimla – Past and Present and future	
25.06.2013	I & II	An overview of Himachal Pradesh- Geography, Culture and Religious practice of Himachal Pradesh	Sh.S.N.Joshi, IAS (Retd.)
	III & IV	Economic Profile of Himachal Pradesh	Sh. Pradeep Chauhan Economic Advisor, H.P.
26.06.2013	I & II	Development of Agriculture Sector in H.P.	Director Agriculture Deptt., H.P.
	III & IV	Field Visit to H.P. State Museum and Indian Institute of Advance Studies	Sh. H.M. Verma Dy. Controller(F&A),HIPA
27.06.2013	I & II	Use of Hindi as <i>Rajbhasha</i> in H.P.	Sh.Tulsi Raman, Editor, Language and Culture Department, H.P.
	III & IV	Hydro Power Sector in H.P.	Sh. R.D. Nazim, I.A.S.
28.06.2013	I & II	A Macro Perspective of Rural Development in H.P.	Dr. R.N. Batta, I.A.S. Secretary, HP PSC
	III & IV	Tourism Sector in H.P.- Potential, Prospects and Problems	Dr. Arun Sharma, I.A.S. Director, Revenue Trg. Institute Joginder Nagar
29.06.2013	I & II	Disaster Vulnerability and Disaster Management Framework in H.P.	Dr. R.K. Sood Prof. & Head DMC, HIPA
	III & IV	Library Section	Sh. Krishan Lal Chauhan, Asstt. Librarian

Institutional Training for IAS Probationers of 2012 Batch

01.07.2013 to 06.07.2013

Working Schedule(2nd Week)

Venue : Sun Room

**Course Director : Dr. Purnima Chauhan, IAS
Director, HIPA**

**Co-Course Director : Sh. K.C. Chaman, HAS
Addl. Director, HIPA**

<i>Date</i>	<i>Session</i>	<i>Topic</i>	<i>Faculty</i>
01.07.2013	I & II	Horticulture Development in H.P. with reference to Agro-climatic Zones	Director, Horticulture Deptt., H.P.
	III & IV	Introduction to e-journal	Sh. Sandeep Kumar , Asstt. Professor (I.T.)
02.07.2013	I & II	Bird's eye view on Labour and Industrial Laws with reference to Himachal Pradesh.	Sh. D.K.Manta, H.A.S. Deputy Secy. (Labour) to the Govt. of H.P.
	III & IV	Field Visit to Panchyati Raj Institute and Regional Forestry Research Centre, Mashobra.	Sh. Ravinder Kumar, Core Faculty (SW&CD), SIRD, HIPA
03.07.2013	I & II	Women and Child Development Schemes in H.P.	Director, Women and Child Development Department, H.P.
	III & IV	Customary Laws of H.P. State	Dr. Man Singh, H.A.S. Addl. Secretary(Per.) to the Govt. of H.P.
04.07.2013	I&II	Tribal Area Development in H.P.: Special Provisions	Sh. V.C.Pharka, IAS/Sh. R.K. Sharma,
	III & IV	Courtesy Call on Administrative Secretaries	Additional Director
05.07.2013	I & II	Organizational set up and Role of Police in H.P.	Sh. S.R.Mardi, IPS, ADGP
	III & IV	H.P. Vidhan Sabha- A Familiarization Visit	Sh. H.M.Verma, Dy. Controller (F&A), HIPA
06.07.2013	I & II	Motor Vehicle Act: Provisions & Enforcement	Director State Road Transport Authority
	III & IV	Assignment Writing	

