



State Institute of Rural Development

Himachal Pradesh

Action Plan cum Training Calendar
2 0 1 5 – 1 6



The Institute

HP, State Institute of Rural Development has been established under a Centrally Sponsored Scheme–on 50:50 basis between Ministry of Rural Development, Govt. of India and State Govt. in the year 1981–82 with in the campus of **HIPA at Fairlawns**. SIRD, HP is the apex training institute of the state for capacity building of all the stakeholders of Rural Development and Panchayati Raj Department besides officials of line departments. The SIRD has been entrusted with the mandate –

- To conduct short term and long term training programmes for the officials and non officials engaged in Rural Development and Panchayati Raj.
- To organize seminars, conferences and workshops for experts academicians, administrators, researchers and non officials on various rural development issues and concerns.
- To undertake action oriented research and documentation activities of Rural Development agencies and to prepare case studies as inputs for the training.

HISTORY

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 at a place about 12 km. from Shimla on Shimla-Mashobra road.. 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 Training Institute. The location, surroundings and the scenic view of the Institute has been a great attraction for the learners, trainees and the visitors.



Training Infrastructure

CONFERENCE HALL

The Institute has two well equipped and tastefully furnished conference halls with seating capacity of 120 and 60 respectively having state of art audio-visual support and teaching aids including public address system, digital board, computers/LCD and overhead Projectors, etc.



LIBRARY

The Institute library is well equipped having nearly 44,000 books on different subjects. In addition, it subscribes to nearly 75 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.

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.





LODGING

Located in picturesque surroundings and embraced by cool, calm and clean environment, the Institute has 3 Guest Houses within its campus for trainee officers and faculty members visiting HIPA. 70 double-bedded rooms with attached bath rooms are well equipped to make the stay of inmates comfortable. The Institute also has provision of suitable accommodation for the use of accompanying support staff, if any.

CATERING

Equipped with a modern kitchen and spacious Dining Hall, the Institute can provide catering facilities for up to 200 trainee officers at a time. The cooks are well trained to provide a variety of homely meals. Regular medical check-up of staff working in kitchen is ensured. All meals are served in Dining Hall only except morning tea which is served in the rooms. However, meals can be served in the rooms to persons with special challenges.





participants each.

DISTANCE LEARNING FACILITY (VIDEO CONFERENCING)

We as State Institute of Rural Development is also imparting the training to all 78 Panchayat Samities at block level and two Panchayati Raj Training Institutes in the state by using the Video Conferencing. . Participants at the block level can seek information, clarification or raise doubts to the resource persons present at the studio in the Institute on VC or Internet Protocol (I.P.) Phone located at the training centers.

TRANSPORT

The Institute plies its own buses and light vehicles for transportation of participants and guests to and from Shimla town. Institute campus has facility for parking of nearly 60 light vehicles.

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 connected with National Knowledge Network (NKN) with the 100Mbps connectivity. One well equipped computer lab with dedicated lecture theaters can provide training for up to 30 participants on individual computers at a time. HIPA centre at Mandi, Dharamshala, Nahan and Chamba also have IT training facilities with individual computers for 25





Training Themes

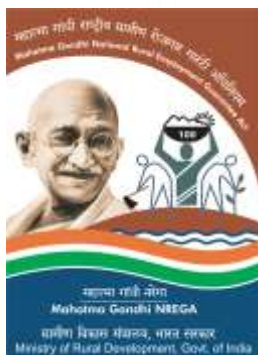


Planning & Management of Rural Development Projects/ Programmes & Schemes under Networking Schemes of NIRD & PR

Aims & Objectives:

- To acquaint the participants of various line departments about the concept of people centered planning, implementation, monitoring and evaluation as well as to apprise them about various tools & techniques of participatory planning and implementation of Rural Development Projects/ Programmes and Schemes.
- To expose the participants about various best practices/ success stories on implementation of various Rural development Projects/ Programmes and Schemes in a participatory, coordinated and convergent manner.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Officials of Line Department , BDOs and elected representatives of PRIs.	SCS	27/04/2015 to 01/05/2015	05/05/2015 to 08/05/2015	11/05/2015 to 15/05/2015
		08/06/2015 to 12/06/2015	15/06/2015 to 19/06/2015	06/07/2015 to 10/07/2015



MG-NREGA

PLANNING, CONVERGENCE, EXECUTION AND QUALITY MANAGEMENT OF WORKS



Aims & Objectives:

- To acquaint the participants about the planning, convergence, execution and quality management of works under MGNREGA.
- To take the feedback from participants on implementation of MGNREGA and to suggest corrective measures for improvements in its implementation.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES
Officials of Line Departments & BDOs	SCS	09/07/2015 to 10/07/2015	03/09/2015 to 04/09/2015

PREPARATION OF LABOUR BUDGET, PAYMENT OF WAGES AND ROLE OF PRIs

Aim & Objectives:

- To acquaint the participants about Preparation of Labour Budget, Payment of Wages and role of PRIs.
- To take the feedback from participants on implementation of MGNREGA and to suggest corrective measures for improvements in its implementation.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES
BDOs, Panchayat Secretaries / Sahayaks and elected representatives of PRIs	SCS	16/07/2015 to 17/07/2015	06/10/2015 to 07/10/2015

WORKS AND THEIR EXECUTION, DESIGN OF WORKS AND MEASUREMENT OF WORKS

Aims & Objectives:

- To update the knowledge of the participants about the various permissible works under MGNREGA, their execution design, measurement and also the structural aspects of major Rural Development projects under MGNREGA.
- To take the feedback from participants and to suggest corrective measures for further improvement in execution of MGNREGA works.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Block Engineers/ Junior Engineers and Technical Assistants	SCS	07/07/2015	27/08/2015	01/10/2015



SOCIAL AUDIT AND GRIEVANCE REDRESSAL

Aims & Objectives:

- To acquaint the participants about the concept, guidelines and procedure Social Audit.
- To update the knowledge of the participants about other tools of Accountability & Transparency including RTI Act .

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES
BDOs, GRS & elected representatives of PRIs	RB	16/07/2015 to 17/07/2015	10/09/2015 To 11/09/2015



NATIONAL RURAL LIVELIHOOD MISSION (NRLM)

Aims & Objectives:

- To acquaint the participants about the concept of NRLM, its guidelines / procedure & experiences of SGSY implementation.
- To acquaint the participants about the group formation, activity identification, linkages with financial institutions, skill development & marketing.
- To develop the skills of resource persons among the participants on NRLM / SGSY issues.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
CEOs/PDs/DPOs/SPMs/DMMs/CDPOs/BMMs/ SHGs/CRPs/CF/CM/PFTs/Area Coordinators/ PIP Team members and Bankers etc.	RK	20/07/2015 to 25/07/2015 <i>(ToT for Master Trainers)</i>	03/08/2015 To 07/08/2015 <i>(Basic Trg on SHGs & NRLM)</i>	20/08/2015 to 22/08/2015 <i>(Social Mobilization)</i>
		07/09/2015 to 09/09/2015 <i>(PIP Training)</i>	28/09/2015 to 30/09/2015 <i>(Bank Linkages, Book Keeping, interest subvention, grading and appraisal of SHGs)</i>	

WATERSHED

INTEGRATED WATERSHED MANAGEMENT PROGRAMME

Aims & Objectives:

- To acquaint the participants about the concept, guidelines & implementation of Watershed Programmes with reference New Common Guidelines (IWMP), preparation of DPRs , structural aspects of major rural developments projects., options of convergence, flow of fund, budget, booking of expenditure, maintenance of accounts, updating of MIS reports, GIS and linkages of IWMP with income generation activities.
- To apprise the participants about their roles and responsibilities in implementation of IWMP.
- To take the feedback from the participants on implementation of IWMP & to suggest corrective measures for improvements in its implementation.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
PDs,BDOs, APOs,TEs, WDTs, AEs, JEs, Watershed Secretaries, Accountants , SHGs and UGs.	PK	16/04/2015 to 18/04/2015	27/04/2015 to 29/04/2015	11/05/2015 to 13/05/2015
		25/05/2015 to 27/05/2015	28/05/2015 to 30/05/2015	25/06/2015 to 27/06/2015
		24/08/2015 to 26/08/2015	31/08/2015 to 02/09/2015	14/09/2015 to 16/09/2015
		21/09/2015 to 23/09/2015	28/09/2015 to 30/09/2015	05/10/2015 to 07/10/2015
		12/10/2015 to 14/10/2015	19/10/2015 to 21/10/2015	29/10/2015 to 31/10/2015
		02/11/2015 to 04/11/2015	09/11/2015 to 11/11/2015	16/11/2015 to 18/11/2015
		19/11/2015 to 21/11/2015	30/11/2015 to 02/12/2015	14/12/2015 to 16/12/2015
		21/12/2015 to 23/12/2015	14/01/2016 to 16/01/2016	

Swachh Bharat Mission

Aims & Objectives:

- To acquaint the participants with the concept of Swachh Bharat Mission, its guidelines, Solid, Liquid Waste Management, School Sanitation & Hygiene Education, Anganwari Sanitation & sustainability, structural aspects of Toilet Design, IEC and options of Convergence.
- To take the feedback from the participants on implementation of SBM and to suggest corrective measures for improvements in its implementation.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Dy Directors cum P.O. DRDAs, BDOs, JE's, Distt./Block Coordinators, Takniki Sahayak, LSEOs, Elected representatives of PRIs, Panchayat Secretary, Panchayat Sahayak, Head Masters/PGT's/TGT's of Govt. Sr. Secondary, High and Elementary Schools, ICDS Supervisors & ACDPOs.	RK	09/04/2015 to 10/04/2015	18/05/2015 to 19/05/2015	22/06/2015 to 23/06/2015
		13/08/2015 to 14/08/2015	28/08/2015 to 29/08/2015	01/09/2015 to 02/09/2015
		07/09/2015 to 08/09/2015	22/09/2015 to 23/09/2015	08/10/2015 to 09/10/2015
		13/10/2015 to 14/10/2015	20/10/2015 to 21/10/2015	30/10/2015 to 31/10/2015
		02/11/2015 to 03/11/2015	26/11/2015 to 27/11/2015	10/12/2015 to 11/12/2015
		21/12/2015 to 22/12/2015	07/01/2016 to 08/01/2016	11/01/2016 to 12/01/2016
		11/02/2016 to 12/02/2016	19/02/2016 to 20/02/2016	

MIS FOR RURAL DEV. APPLICATIONS

Aims & Objectives:

- To acquaint the participants about the Department related applications including MIS (MGNREGA & IWMP).

PARTICIPATION LEVEL	Theme	COURSE DIRECTOR	DATES	DATES	DATES
Computer Operators working under MGNREGA	eFMS & Maintenance of Records in MGNREGA	MM	06/07/2015	28/08/2015	24/09/2015
Computer Operators & Data Entry Operator working under IWMP	Recording , Budgeting and record Maintenance, GIS		13/07/2015 to 15/07/2015	23/07/2015 to 25/07/2015	03/08/2015 to 05/08/2015

REFRESHER TRAINING ON DOUBLE ENTRY SYSTEM OF ACCOUNTING (STATE)

Aims & Objectives:

- To refresh & update the participants about the Double Entry System of Accounting and Application of DEAS Software in maintaining the accounts of Development Blocks.
- To take the feedback from the participants on implementation of DEAS & to suggest corrective measures for improvements in its implementation.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Supdt., Sr.Asstt., Accountants, Progress Assistants, Clerks, Computer Operator and Data Entry Operators.	MM	24/08/2015 to 26/08/2015	17/09/2015 to 19/09/2015	05/11/2015 to 07/11/2015
		07/12/2015 to 09/12/2015	06/01/2016 to 08/01/2016	01/02/2016 to 03/02/2016

Information & Communication Technology (State)

Aims & Objectives:

- To acquaint the participants about the Basic/Advance Computer Applications (Desktop/ Windows/ Office/ e-Governance / Social Media) and Department related applications.

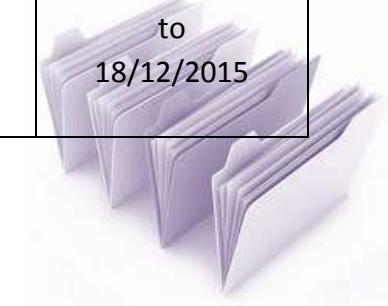
PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Computer Operators & Data Entry Operators of the Department	MM	30/04/2015 to 02/05/2015	20/07/2015 to 22/07/2015	
Supdt, Sr Assistants, Accountants & Clerks etc. of the Department.		10/08/2015 to 12/08/2015	14/09/2015 to 16/09/2015	17/09/2015 to 19/09/2015
		27/01/2016 to 29/01/2016		

OFFICE PROCEDURE & FINANCIAL ADMINISTRATION (STATE)

Aims & Objectives:

- To equip the participants about the matters relating to Office Procedure, Vidhan Sabha Committees & their priorities, Conduct Rules, Disciplinary Proceedings, Record Keeping, RTI Act., e-samadhan matters etc.
- To make the participants aware about the various financial rules, Budgetary System, procedure & control which are required to be applied while spending the government funds on different schemes / programmes.

PARTICIPATION LEVEL	Course Director	DATES	DATES	DATES
Supdt., Assistants, Clerks including staff of Panchayati Raj Department.	DC(F&A)/ JC (F & A)	16/11/2015 to 20/11/2015	30/11/2015 to 04/12/2015	14/12/2015 to 18/12/2015



ToT on Right To Information (RTI)- (STATE)

Aims & Objectives:

- To equip the participants about the matters relating to RTI Act 2005.
- To develop a pool of Resource Persons on RTI at Block Level.

PARTICIPATION LEVEL	Course Director	DATES	DATES	DATES
Appellate authorities / PIOs and APIOs on RTIs in RD & PR Deptt. , BDOs and staff of DRDAs/ Block Office.	RSK	03/09/2015 to 04/09/2015	05/11/2015 to 06/11/2015	17/12/2015 to 18/12/2015

REFRESHER COURSE FOR ZILLA PARISHAD MEMBERS

Aims & Objectives

- To acquaint the participants about various concepts related to Rural Development & Panchayati Raj setup, various related Acts & Rules, their roles and responsibilities and also to apprise the participants about various Schemes / Programmes of MoRD/MoP and State Govt.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Chairpersons, Vice Chairpersons and members of Zilla Parishad.	RB	01/02/2016 to 05/02/2016	08/02/2016 to 12/02/2016	15/02/2016 to 19/02/2016
		22/02/2016 to 26/02/2016	01/03/2016 to 05/03/2016	07/03/2016 to 11/03/2016
		14/03/2016 to 18/03/2016	21/03/2016 to 25/03/2016	

ELECTION, AUDIT, INSPECTION AND INQUIRY PROCEDURES OF PRIs

Aims & Objectives:

- To update the knowledge of the participants about election, audit, inspection and inquiry procedures of PRIs.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
DAO, Instructors, Panchayat Auditors, Inspectors & Sub-Inspectors.	RB	26/11/2015 to 28/11/2015	07/12/2015 to 09/12/2015	04/01/2016 to 06/01/2016
		14/01/2016 to 16/01/2016	21/01/2016 to 23/01/2016	

Rural Engineering/Works for AEs/JEs & Block Engineers (State)

Aims & Objectives:

- To develop the knowledge & skill of engineering staff in planning, designing, implementing and measuring/ assessing of Rural Works.
- To apprise the participants about watershed type of works, newly added works under MGNREGA, cost effective and labour intensive technologies and material.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
A.E.'s, J.E.'s & Block Engineers of Rural Dev Deptt.	RB	16/04/2015 to 18/04/2015	21/05/2015 to 23/05/2015	17/08/2015 to 19/08/2015
		07/10/2015 to 09/10/2015	03/12/2015 to 05/12/2015	11/01/2016 to 13/01/2016

Women & Child Development for Officers/Officials of Line Departments (State)

Aims & Objectives:

- To acquaint the participants about the various concepts of Women & Child Development such as Women Empowerment, Gender Mainstreaming, MCH Care, Child Development etc.
- To update the knowledge of the participants about the various programmes/ schemes of Govt. of India and State Govt. related to women & child development.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Officers of all line Departments	SCS	06/08/2015 to 07/08/2015	10/09/2015 to 11/09/2015	29/01/2016 to 30/01/2016

Training Skills & Methodology for ETCs/PRTIs & other Training Institutes (State)

Aims & Objectives:

- To reorient the training skills of the Resource Persons, Faculty & Trainers of State level Departmental Training Institutes..

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Resource Persons/Faculty & Instructors of various State level Departmental training Institutes including PRTIs.	RB	15/10/2015 to 17/10/2015

Training Programmes on Participatory Planning with special reference to Village Development Plan/Micro plan (State)

- To acquaint the participants about concept of participatory planning with special reference to Village Development Plan/ Micro Plan and also apprise them about various tools and techniques of participatory planning.
- To equip the participants about the process/ steps required for preparation of VDP/ Micro Plan of a G.P./Village.
- To apprise them about the importance of participatory planning in implementation of various Govt.of India/ State Govt. programmes/ schemes.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Officers/ Officials including elected representatives of PRIs related to SAGY Districts/Blocks/ GPS and also from Backward Blocks identified under MGNREGA.	SCS	15/10/2015 to 17/10/2015	04/01/2016 to 06/01/2016	18/01/2016 to 20/01/2016

Legends :

SCS	:	Sh. Satish Chand Sharma, Deputy Director(Research)
RB	:	Sh. Rajeev Bansal, Research Officer
PK	:	Sh. Pravesh Kumar, Core Faculty (Watershed Management)
RK	:	Sh. Ravinder Kumar, Core Faculty (Social Work & Community Dev.)
RSK	:	Sh. Rajinder Singh Kapoor, Core Faculty (Development)
MM	:	Sh. Manu Mahajan, Core Faculty (Programmer)

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Name & Designation	Phone Number	Extn.(O)	Extn.(R)	Mobile Number	e-mail
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Sh. Satish Chand Sharma, Deputy Director (Research)	2734781	605	401	9459582482	satishsird@rediffmail.com
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Sh. Ravinder Kumar, Core Faculty (SW&CD)	2734344	344	--	9418121532	sird5.hipa@hp.gov.in ravi77msw@gmail.com
Sh. Pravesh Kumar, Core Faculty (WM)	2734344	344	--	9857655234	sird6.hipa@hp.gov.in
Sh. Rajinder Singh Kapoor, Assistant Professor (P.A.)	2734611	611	--	9459608158	sird3.hipa@hp.gov.in
Sh. Manu Mahajan, Core Faculty (Programmer)	2734620	620	--	9882593423	pmu2.sird@hp.gov.in, mahajan.manu7@gmail.com





STATE INSTITUTE OF RURAL DEVELOPMENT.

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