



# Fairlawn Impulse

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## H.P. INSTITUTE OF PUBLIC ADMINISTRATION

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## Capacity Building Programme for the Officers of North-Eastern States

A course on Capacity Building was organized from 17<sup>th</sup> November to 28<sup>th</sup> November, 2014 for the State Level bureaucrats of North-Eastern Region States. Twenty nine participants attended the course.



Out of these twenty nine participants, 10 participants were from Arunachal Pradesh, 10 from Mizoram and nine from Nagaland. During the course, discussions were held on emerging issues in governance like Gender Sensitization, Public Private Participation, Development of Hydro Power in Hill States, Rural Development in Hill States, Tourism in Hill States etc. besides Stress Management & Attitudinal Change.

The participants were not confined to class room training only but also given field exposure by taking them for field visits to showcase initiatives and achievements of H.P. in different spheres.



The team of all the officers was taken to Vidhan Sabha to show them the e-Vidhan System, a unique paperless initiative of Himachal Pradesh, the first state to launch it in India. A demonstration of e-Vidhan given to participants was appreciated by one and all.



From the Editor's Desk...

**Paradigm Shift for Good Governance**

Effective administration which aims at outcome oriented development is the key to Good Governance. The term "Good Governance" is a buzz word these days which came in vogue since the period of liberalization in economic policy started in India in early nineties on the behest of World Bank. Good Governance has become a myth. People always keep on asking for better performance in every goal and there is always scope to go beyond the benchmark. Good Governance means being responsive to the needs of people and striving to provide better service to the poor and vulnerable. Though the policies and programmes of government at the formulation stage focus on the results and benefits deliverable to people yet at the implementation level, they are strangled in to process and procedure. Consequently, the perception of citizens on governance is blemished with lack of transparency, inordinate delays, long procedures, insensitiveness to the genuine needs of poor, vulnerable and marginalized sections of the community. The situation further worsens with the lack of focus on performance and corrupt practices prevailing at the cutting edge levels of service delivery. The perception of general public about government has evolved as a government of employees, for the employees and by the employees. This imbroglio forces one to ponder upon whether the perceptions of citizens are rumors or myths. The report of Transparency International 2014 place India at 85 position out of 175 countries on corruption perception index which is not a very comfortable position. The magnified view at the grass root service delivery point indicates the deprivation of benefits to poor and deserving in name of processes and procedures. MG NREGA, an ambitious scheme with assured employment guarantee, has failed to reach the masses even after a decade of implementation. People are hardly aware that they have a right to demand work failing which they have statutory safeguards and relief provisions. The general understanding prevails that whenever some work will be sanctioned by the higher governments, then the people may have an opportunity to earn some wages. The functionaries who have been entrusted with the responsibility of delivering such services are hardly accountable. There is virtually no mechanism for any performance appraisal or penal provisions. The rules, process and procedures play a dual role in this regard, one they are cumbersome for the public to access services; two they are protective to initiate any action against the erring or corrupt employees. As a result, the vision and mission of good governance loses its strength.

The present scenario with alarming situation demands a paradigm shift with administrative reforms. The web of process and procedures to be simplified with Citizen Charter and Service Guarantee Act specifically focus on the documents and process to be completed for accessing the service from every department with timelines for delivery of service. The audit of proactive disclosure provisions of RTI Act, 2005 by independent third party with social accountability to be followed in letter and spirit. It is a genuine need of time to initiate a faceless process mechanism for service delivery with e-governance tools. Such mechanisms to be further strengthened with the performance appraisals and penal provisions on the analogy of provisions of RTI Act, 2005. The dead woods and non performing agents of service delivery not only to be penalized but made accountable. A system of annual quantifiable targets and achievements to be started and made basis for promotions. The corrupt practices to be handled strictly with exemplary punishments. The investment in human resources to be accelerated at regular intervals for better delivery of services and those who are performing well to be incentivized. The paradigm shift initiative is genuinely necessitated to transform the myth of good governance in reality.

**MASS CASUALTY MANAGEMENT & HOSPITAL PREPAREDNESS**

During emergency situation after a disaster, health services delivery mechanisms including infrastructure, supply chain and human resources are always severely impaired and sometimes, totally collapsed. The public health professionals feel overwhelmed with sudden upsurge of different diseases outbreaks, mortality and complexity of health problems. The emergency responders and public health professionals therefore need to be prepared specific to the priority needs of victims during emergency situations.

A training programme on "Mass Casualty Management and Hospital Preparedness" for the doctors of Himachal Pradesh was organized from 78<sup>th</sup> to 10<sup>th</sup> September, 2014 as per the request of Indian Medical Association by Disaster Management Centre, H.P. Institute of Public Administration Fairlawn, Shimla.



This programme was attended by 30 Doctors from various parts of Himachal Pradesh. During the valedictory session, the IMA Representatives requested Sh. Priyatu Mandal, IAS, Director, HIPA to organize one Training of Trainers Course and other similar programmes for the doctors of Himachal Pradesh

The objectives of organizing the course included :

- To understand disaster and its management in context of Himachal Pradesh.
- To provide the necessary insight for evolving effective, comprehensive and real time response in the wake of any emergency.
- To provide an opportunity for staff to practice emergency response procedures.
- To establish relationship between the type of injuries' and technique applicability.
- To ensure that trained doctors have the resources to communicate, plan, respond, and recover from disasters.
- To learn latest developments in life saving skills.
- To practice step by step approach in handling disaster victims.

The training programme was devoted to establish the linkage of disasters with the expected injuries component of disaster management plan for the hospitals and for effective communication systems. The participants were exposed to methods and practices of handling different types of injuries associated with common disasters. The participants were made familiar with the practical aspects of TRIAGE through simulation exercises and hands on learning. Participants also learned how victims are evaluated and sorted in the urgency of the treatment. During medical triage the programme was presented by Senior Professor and Doctors from Post Graduate Institute of Medical Education and Research,



Chandigarh. The course had an elaborate capsule on "Trauma and Emergency Life Support" with the support of Trauma and Emergency Life Support from the Government Medical College, Chandigarh. Trauma and Emergency Life Support programme aimed at enhancement of knowledge and strengthening of life saving skills of doctors working in various hospitals of Himachal Pradesh. The sessions also aimed at addressing the extrication, evacuation and transportation concerns and requirements immediately after the disaster event in general and fire incidence in particular. There was a devoted session to provide practical tips with dos and don'ts in handling fire incidences.



## Foundation Course for HAS and Allied Services

### SAGY

-An overview

Pravesh Kumar

Mahatma Gandhi's concept of rural development revolves around creating model villages for transforming 'swaraj' into 'su-raj'. The goal of SAANSAD ADARSH GRAM YOJANA (SAGY) is to translate this comprehensive and organic vision of Mahatma Gandhi into reality, keeping in view the present context. SAGY aims at instilling certain values in the villages and people for transformation into models for others.

#### Values :

Far beyond mere infrastructure development, SAGY aims at instilling certain values in the villages and their people so that they get transformed into models for others. These values include:

- i. Adopting people's participation as an end in itself – ensuring the involvement of all sections of society in all aspects related to the life of village, especially in decision making related to governance
- ii. Adhering to Antyodaya – enabling the "poorest and the weakest person" in the village to achieve well-being
- iii. Affirming gender equality and ensuring respect for women
- iv. Guaranteeing social justice
- v. Instilling dignity of labour and the spirit of community service and voluntarism.
- vi. Promoting a culture of cleanliness
- vii. Living in consonance with nature – ensuring a balance between development and ecology
- viii. Preserving and promoting local cultural heritage
- ix. Inculcating mutual cooperation, self-help and self-reliance
- x. Fostering peace and harmony in the village community
- xi. Bringing about transparency, accountability and probity in public life
- xii. Nurturing local self-governance
- xiii. Adhering to the values enshrined in the Fundamental Rights and Fundamental Duties of the Indian Constitution.

#### OBJECTIVES :

The main objectives of SAGY are:

- i. To trigger processes which lead to holistic development of the identified Gram Panchayats
- ii. To substantially improve the standard of living and quality of life of all sections of the population through-
  - a. improved basic amenities
  - b. higher productivity
  - c. enhanced human development
  - d. better livelihood opportunities
  - e. reduced disparities
  - f. access to rights and entitlements
  - g. wider social mobilization
  - h. enriched social capital
- iii. To generate models of local level development and effective local governance which can motivate and inspire neighbouring Gram Panchayats to learn and adapt.
- iv. To nurture the identified Adarsh Grams as schools of local development to train other Gram Panchayats

**SAGY aims at instilling certain values in the villages and their people so that they get transformed into models for others**



Foundation Course for HAS and Allied Services, 2014 batch has been organized by HIPA w.e.f 01-11-2014 to 31-12-2015. Total 42 officers undergone this course, out of these 9 officers were from Himachal Pradesh Administrative Services, 3 from Himachal Police Services, 17 were Tehsildars, 3 Block Development Officers, 1 District Employment Officer, 5 Treasury Officers and 4 Assistant Registrar Co-operative Societies.

This 9 weeks Foundation programme is mandatory for the HAS and the Allied Services of the State. This course is designed in such a way to acquaint the new officers with the general working of Govt. in the State within the constitutional provisions.

The main objective of this training is to maximize the interaction of Probationers with Administration to acquaint them with necessary rules and regulations to handle their responsibilities during their initial postings. This training is aimed at enabling the probationers to handle the charge of their posts with ease and confidence.

The course contents of this training included historical, cultural and demographic background of state, Constitution of India, Public Administration and Management concepts. They were also given inputs regarding State and District Administration, Planning and Rural Development, Financial Administration and Financial Rules, Basic Concepts of Law and Computer Awareness

Pr. Secretaries, Head of Deptts & other senior officers including experts, professionals and academicians were invited to give valuable inputs and share their experience and learnings with these officers during this foundation training.

During this course, they were also sent on exposure visit to Delhi and Rajasthan to acquaint them with the culture and administration in those states.

The probationers were also taken for "Jungle Walk" in Shimla catchment Area and for trekking near Chharabra.

## PUBLIC SERVICE DELIVERY

Excellent public service considered as an level of economic Improvement in the system has been on successive governments Department of and Public Grievances, designed a model "Sevottam" to achieve service delivery. Himachal Pradesh Institute of Public Administration has been designated as nodal agency in the State for imparting training in formulation of Citizen Charter under "Sevottam" project. Upto December, 2014 twenty training programmes have been conducted under "Sevottam" at the State and District level in which 450 officers of different departments have been imparted training in formulation of 'Sevottam' compliant citizen charter through consultative and participatory process.



delivery system is indicator to measure the development of a country. public service delivery high agenda of the over a period of time. The Administrative Reforms Government of India have popularly known as excellence in public

On the basis of inference drawn from the experience sharing with regards to achieving excellence in public service delivery the participants were given to understand the perspective of public service delivery. Reasons for deficiency in public service delivery system and need for reforms were highlighted.



## Training Programme for SAS Officers by HIPA

The H.P. Institute of Public Administration, the Apex Training Institute of the State, has been providing training to Subordinate Accounts Services since 1987-88 which was earlier imparted by S.A.S. Training Centre of North India at Jammu.

A group of 18 S.A.S. (OB) trainees completed their Part-II training from this Institute on 20th of December, 2014. who have undergone S.A.S. Part- I & II training for 10 months. They have already qualified Part-I examinations as per prescribed syllabus by the Govt. of H.P., Finance Department now they have to qualify Part- II examinations which is to be conducted by H.P. Public Service Commission. After qualifying the Part-II examination, they will be appointed as Section Officers (Finance & Accounts) by the Govt. of H.P. in various Govt. Departments, Boards, Corporations, Universities, Projects & Autonomous Bodies.



The aims and Objectives of imparting S.A.S. training included

- To enable them to understand and learn the system and role of Financial Administration in Government and P.S.U's.
- To enable them to understand their role and functions as Financial Advisers to Government Departments and P.S.U's.
- To expose and prepare them in understanding and application of various service, accounts and financial rules, practices and procedure in the Govt. and PSU's.
- To enable them to apply accounting techniques in Board/ Corporation/ P.S.U / Autonomous Bodies in Financial Management on the basis of Commercial Accounting / Advanced Commercial Accounting.

## Capacity Building for Poverty Reduction (CBPR) Project

Department of Personnel & Training, Govt. of India sponsored project, "Capacity Building for Poverty Reduction" (CBPR), is being executed by HIPA in which the Institute is organizing training programmes for the cutting edge level officials of HPSEB Ltd. through Govt. Polytechnic Hamirpur for the Linemen, T-Mates, Foremen etc. Whereas training programmes for the Meter Readers, Cash Clerks etc. are being organized at Panchayati Raj Training Institute, Mashobra.

## Transparency and Accountability through Effective Implementation of RTI Act

A Project on Improving Transparency and Accountability in Govt. through Effective Implementation of RTI Act sponsored by Govt. of India, DoPT is being executed by the Institute. Innovative Awareness Generation programmes have been conducted through folk songs on RTI and Nukkad Nataks in 12 districts by organizing 71 programmes through Information and Public Relations Department, H.P. with the help of registered Folk Media Groups.

Besides this, during the last quarter of 2014, six training Programmes on Right to Information Act, 2005 have been organized by the Institute which were attended by 103 PIO/FAAs and other Officials generating 206 training mandays. In these programmes, the participants have been given detailed exposure on RTI Act 2005, HP RTI Rules 2006, different judgments of State and Central Information Commissions on RTI, Pro-active Disclosure and Record Management under the Act. In addition to this, Training of District Resource Persons has been organized at HIPA which was attended by 14 Officers by generating 28 training mandays.

Based on the recommendations of the Second Administrative Reforms Commission, Training Modules on Sensitization Programmes as directed by Department of Administration Reforms and Public Grievances Govt. of India, have been developed in the Institute for the Capacity Building of Officers/Officials of the State Govt. which include training courses such as Training of Trainers, State Services Officers, Mid-Career Capsule for State Govt. Officers and Induction level Capsule for Class-I and Class-II officers. The topics covers include Governance and

### Training for ERs of Urban Local Bodies (ULBs) on Municipal Solid Waste Management

HUDCO- Chair, HIPA conducted a two days capacity building training programme on Municipal Solid Waste Management (MSWM) for elected representatives of Urban Local Bodies (ULBs) on 26 & 27 .12.2014 in which 14 participants consisting of 4 Presidents / Vice Presidents and 10 Councilors participated with 8 women participants. The training course was organized as per the modules prepared on the basis of the opinion of various stakeholders of vital sector of Urban Development in three consultative workshops held in the first half of 2014 by the Chair.

The target group was imparted training with the objective of bringing attitudinal change in the mindset of decision making and grass root level democratic entities by the experts drawn from various knowledge domains including Environment, Pollution, Infrastructure Development, Science & Technology and Urban Planning.

The major topics covered included, Sustainable Solid Waste Management System giving in depth knowledge on classification, quality, quantity, stages in management process, related laws, environmental implications of mismanagement of solid waste and role & responsibilities of elected representatives with respect to Solid Waste Management in the changed urban governance & planning environment in the country.

The feedback on this training revealed that the participants have learned many new things on the solid waste management in a very congenial, effective, communicative atmosphere during training. The trainees have suggested continuing the series of such trainings at regular intervals and more frequently.



Administrative Reforms, Concepts and Issues of Good Governance, Transparency in Administration and Case Studies on Administrative Reforms, Accountability, Citizen Centric Services, Public Grievance Redress Systems, Ethics in Administration etc.

## SIRD TRAINING PROGRAMMES

-Satish Chand Sharma

The H.P. Institute of Public Administration (HIPA) has tripartite responsibility as Administrative Training Institute, State Institute of Rural Development and Board Of Departmental Examination. The Institute was designated as the State Institute of Rural Development (SIRD) during the year 1981-82 under a centrally sponsored scheme, financed on 50:50 basis between MoRD, Government of India and Rural Development Department, GoHP.

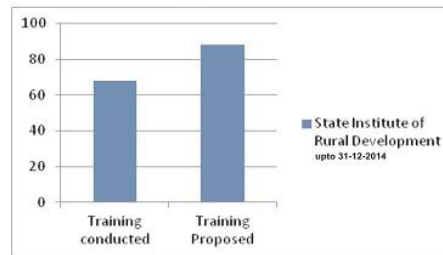
The main functions of the State Institute of Rural Development (SIRD) are:

- To conduct short-term and long term training courses for the officials and non-officials engaged in rural development work.
- To organise seminars, conferences and workshops for experts, academicians, administrators, researchers and non-officials on various problems of Rural Development.
- To undertake action oriented research on various problems of Rural Development and to prepare case studies as an input for the training.

The SIRD, HP has organized 68 training programmes for 1,747 rural development and panchayati raj functionaries during current financial year 2014-15 (till 31.12.2014). These trainings have been organized on significant Rural Development Programmes/Schemes such as MGNREGA, IWMP, Swachh Bharat Abhiyan, National Rural Livelihood Mission and Right to Information Act (RTI), Double Entry System of Accounting and MIS in Rural Development besides Office Procedure and Financial Management (OPFM).

Besides other training programmes, the SIRD has planned to undertake seven training courses on Participatory Planning in Saansad Adarsh Gram Yojana (SAGY) during Jan.-March, 2015. The vision is to actualize the dreams of rural India and make one village adopted by Member of Parliament (MP) as model village by 2016 and two more by 2019. The SAGY envisages that the Adarsh Gram will be the nucleus of health, cleanliness, greenery and cordiality with in the community. It is holistic in

### Training Achievement



approach towards development which will help to substantially improve the standard of living and quality life. An Adarsh Gram will evolve out of people's shared vision using their capacities and available resources to the best possible extent duly facilitated by the Hon'ble M.P., Gram Panchayat, Civil Society and Govt. machinery. As part of the initial stage of the Scheme, training programmes have to be organized for different stakeholders in selected villages. During these training programmes, all the stakeholders comprising elected representatives of local PRI, line department officials and local community including Mahila Mandals, Yuvak Mandals, SHGs and other CBOs will be sensitized on the principles of philosophy of SAGY. The programmes will be focused on the processes and activities to be taken up as part of planning phase of the scheme. The SAGY trainings will be imparted on the module of 5 days duration developed by the National Institute of Rural Development and Panchayati Raj (NIRD & PR), Hyderabad. Two faculty members Sh. Ravinder Kumar and Sh. Pravesh Kumar of SIRD have also undergone training at NIRD & PR Hyderabad on SAGY. The services of these faculty members along with the officers/Resource Persons/Faculty Members will be availed to organize SAGY training programmes in the State.

## DEAS Double Entry Accounting software

State Institute of Rural Development is engaged in imparting training to officials of Rural Development Department on "Double Entry Accounting System" since 2003-04, which sparks SIRD to come up with the best possible solution for accounting system.

In 2008-09, SIRD prepared a computerized solution named "DEAS- Double Entry Accounting Software" a stand-alone, web-based software developed by "National Informatics Centre" for implementation Block level.

In continuation to this process, a meeting was organized in August-September 2014 with the Rural Development Department, SIRD and NIC officials under the chairmanship of Sh. Priyatu Mandal, Director, State Institute of Rural Development, HIPA for up-gradation of the software on a Web-based portal with number of various reporting formats required for monitoring the Rural Development Schemes at District and State-Level. Accordingly, NIC has started work on the software.

To begin with blocks from 10 Districts (except Lahaul & Spiti and Kinnaur) for pilot testing have been identified to have a wonderful solution.

## Celebration of Swachh Bharat Abhiyan in Himachal Pradesh

--27th September 2014 to 31st October 2014

- Ravinder Kumar

Central Rural Sanitation Programme (CRSP) was launched in 1986 primarily with the objective of improving the quality of life of the rural people and also to provide privacy and dignity to women. The concept of sanitation was earlier limited to disposal of human excreta by cesspools, open ditches, pit latrines, bucket system etc. Today it connotes a comprehensive concept, which includes liquid and solid waste disposal,



food hygiene, and personal, domestic as well as environmental hygiene. Proper sanitation is important not only from the general health point of view but it has a vital role to play in our individual and social life too.

Sanitation is one of the basic determinants of quality of life and human development index. Good sanitary practices prevent contamination of water and soil and thereby prevent diseases. The concept of sanitation was, therefore, expanded to include personal hygiene, home sanitation, safe water, garbage disposal, excreta disposal and waste water disposal. In the new format, CRSP moves towards a "demand driven" approach. The revised approach in the Programme titled "Swachh Bharat Mission (Rural)" emphasizes more on Information, Education and Communication (IEC), Human Resource Development, Capacity Development activities to increase awareness among the rural people and generation of demand for sanitary facilities. This will also enhance people's capacity to choose appropriate options through alternate delivery mechanisms as per their economic condition. The Programme is being implemented with focus on community-led



and people centered initiatives. Children play an effective role in absorbing and popularizing new ideas and concepts. This Programme, therefore, intends to tap their potential as the most persuasive advocates of good sanitation practices in their own households and in schools.

The aim is also to provide separate urinals/toilets for boys and girls in all the

schools/ Anganwadis in rural areas in the country.

In order to boost the progress of the Sanitation Campaign and to make it a people's movement "Swachh Bharat Abhiyan" was announced by Prime Minister of India Narendra Modi on Indian Independence Day & launched on 2nd October 2014, Gandhi Jayanti.

This campaign aims to accomplish the vision of 'Clean India' by 2nd October 2019, 150th birthday of Mahatma Gandhi. The campaign was described as "beyond politics" and "inspired by patriotism".

It was not the first time when Himachal organized such type of Abhiyan under Sanitation Campaign. Since 2008 "Swachta Week" is being celebrated throughout the State to achieve the goal of Nirmal Himachal. After the announcement of Prime Minister of India, Himachal also decided to celebrate "Swachh Bharat Abhiyan" w.e.f. 27/9/2014 to 31/10/2014. To make "Swachh Bharat Abhiyan" a people movement in the state, comprehensive strategy was developed by Rural Development Department with the support of Line Departments. "Swachh Bharat Abhiyan" was launched on 27th September 2014 with a theme "Swachh Himachal Swasth Himachal" A Step towards Nirmal State.

HP State Institute of Rural Development deputed Core Faculty (SW&CD) to provide technical support for the celebration of "Swachh Bharat Abhiyan". helped RD Department in developing guidelines for the field functionaries and line departments. He was also involved in event management ceremony of the function. Apart from this, faculty member also visited some districts and attended awareness camps at grass root level. Brief report of the event was also prepared and submitted to the Rural Development Department by the Core Faculty.

## SANSAD ADARSH GRAM YOJNA - Stage Setting

SAANSAD Aadarsh Gram Yojna, an ambitious scheme of Ministry of Rural Development (MoRD), GoI, is being implemented by Rural Development Department in the State of Himachal Pradesh where Gram Panchayats are to be adopted by Hon'ble MPs of Himachal Pradesh. To oversee the implementation of SAGY in the state, a State Level Empowered Committee has been constituted under the Chairmanship of Chief Secretary. The Director of this Institute has been included in the Committee as an Expert on the subject. The Committee has to meet once in a quarter and perform the following functions:-

- Supplement the Central SAGY guidelines and issue State Specific instructions which take into account different State schemes. These must lay out the roles and responsibilities of functionaries at the GP, Block, District and State level.
- Review Village Development Plans from across constituencies and suggest changes, if

## TIMS

### Training Information Management Software

- An initiative of Himachal SIRD.

- Manu Mahajan

Himachal State Institute of Rural Development is engaged in imparting the trainings to the functionaries of Rural Department, Line Departments and elected representatives of PRIs. The data of these trainings/programmes have to be managed for generation of various reports and for Research and Development activities besides decision making by the management.

Earlier the work was done manually in which office staff had to put their entire efforts and labour to manage the training process. In view of the manpower constraints, SIRD planned to minimize the processing efforts, cost and cycle time.

The re-engineering of the process took place with a small e-tool for capturing the participant details against specified training programme. After the successful test run of the package, SIRD moved to a new package for which helped them to create or update the programme schedule with the repository of Resource Persons besides the complete recording of the training event.

In 2014-15, the software was upgraded to website on intranet with the financial accounting and other MIS-reports which are required for internal reconciliation and to analyze the achievements.

The up-gradations and up-dations are the part of a software and very soon the software will also be able to analyse to feedback of participants.



required to ensure that the key outputs are achieved within the stipulated timelines.

- Review implementation and lay down monitoring mechanisms supplementary to the web-based monitoring system.
- Identify bottlenecks, and the technical and administrative support required and issue necessary instruction/Government orders from time to time.
- Coordinate with the Committees at the National level as required.
- Develop a time table for exposure visits to the model villages and design a State Level Plan for dissemination of best practices.
- Design a grievance redressed mechanism for the schemes which will be put in place at the level of the Charge Officer and the district in accordance with scheme guidelines.

In addition to this, a state level team of members has also been constituted for imparting training on SAGY in the state in which Mr. Rajeev Bansal, Research Officer and Mr. Ravinder Kumar, Core Faculty from Institute have been included as members. Mr. Ravinder Kumar and Mr. Pravesh Kumar, Faculty Members of SIRD, HP have attended orientation training on the subject at NIRD, Hyderabad.

## Capacity Building Plan on IWMP

HP SIRD brought forth the Capacity Building Plan for all stakeholders under Integrated Watershed Management Programme (IWMP) to design their capacity building activities in effective manner, catering the needs of the community at large.

To orient on effective planning and implementation, the PRIs have been given the capsule on Watershed Planning, Preparation of DPRs and their roles in managing the watershed area under the Orientation Training under Integrated Watershed Management Programme during the period-October to December, 2014. About 120 PRI representatives participated in the trainings. Besides the orientation of PRIs, HP SIRD has also conducted one specific course on "Preparation of DPR under Integrated Watershed Management Programme" during December, 2015 which has emphasis on building capacity of Watershed Development Team Members in planning the watershed area through latest and innovative methods especially in Remote Sensing (RS) & Geographical Information System (GIS).

## Integrated Geo Database Model for Effective Planning -A Quick Evaluation Study

District Rural Development Agency, Kangra has prepared GIS based maps for District, Block and Gram Panachayats with boundaries and resources besides a portal for web hosting the data. The project has been evaluated in terms of the achievement of the objectives viz preparation of GIS based maps, usefulness of the maps and GIS portal, purpose served by the initiative: and whether the evaluation can help considering a model for replication for the other districts of Himachal Pradesh. The study has been carried out with random sampling in selected blocks and selected gram panchayats. The data collected in field on account of execution of project has been classified in four broad categories for analysis in accordance with the objectives of the study i.e. (i) the status of preparation of GIS based maps; (ii) fulfillment of the objectives of the project; (iii) usefulness of the initiative and the purpose served by the project; and (iv) suggestions for improvements required in the maps with recommendations for developing a model for replication for all the districts of state.

The major findings of the study are-  
MILESTONES

- GIS maps serve as an integrated model including both the attribute data and the spatial data for blocks and GPs of District Kangra.
- GIS portal in online mode used to capture and store geographic coordinates related to local features.
- The best output of the project is availability of maps in physical shape instead of a NAZRI NAKSHA.
- GIS maps have been prepared covering the disaster management dimension besides land use, local drainage and demographic information.
- Training on GIS concept, working of GPS device and digitization of maps have been imparted to more than 100 key functionaries in execution.
- The maps for all Gram Panchayats and Development Blocks in District Kangra have been prepared and distributed.

## Sustainable Development Goals

One of the main outcomes of the Rio+20 Conference was the agreement by member States to launch a process to develop a set of Sustainable Development Goals (SDGs), which will build upon the Millennium Development Goals and converge with the post 2015 development agenda. It was decided to establish an "inclusive and transparent intergovernmental process open to all stakeholders, with a view to developing global sustainable development goals to be agreed by the General Assembly". The Rio+20 outcome document, "The Future We Want" resolved to establish an inclusive and transparent intergovernmental process on SDGs that is open to all stakeholders with a view to developing global sustainable development goals to be agreed by the UNGA.

The Sustainable Development Goals are as under:

Goal 1	End poverty in all its forms everywhere
Goal 2	End hunger, achieve food security and improved nutrition and promote sustainable agriculture
Goal 3	Ensure healthy lives and promote well-being for all at all ages
Goal 4	Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all
Goal 5	Achieve gender equality and empower all women and girls
Goal 6	Ensure availability and sustainable management of water and sanitation for all
Goal 7	Ensure access to affordable, reliable, sustainable and modern energy for all
Goal 8	Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all
Goal 9	Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation
Goal 10	Reduce inequality within and among countries
Goal 11	Make cities and human settlements inclusive, safe, resilient and sustainable
Goal 12	Ensure sustainable consumption and production patterns
Goal 13	Take urgent action to combat climate change and its impacts*
Goal 14	Conserve and sustainably use the oceans, seas and marine resources for sustainable development
Goal 15	Protect, restore and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss
Goal 16	Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable and inclusive institutions at all levels
Goal 17	Strengthen the means of implementation and revitalize the global partnership for sustainable development

\* Acknowledging that the United Nations Framework Convention on Climate Change is the primary international, intergovernmental forum for negotiating the global response to climate change



- GIS maps could be effective tools for monitoring and review, to avoid the duplicity of work and above all to identify the forest lands.
- The initiative has emerged as a best practice by the District for being an effort first of its kind in the State.

**GREY AREAS**

- Ground truthing has not been done in order to verify the assets being mapped.
- The objective of attribute data proposed to be used to generate the thematic map as a tool for impact assessment could not take off due to dearth and supply of data.
- The Gram Panchayat maps show the location of revenue villages on map but not the wards of GP.
- The project could not be institutionalized since the officers who were pioneers in the pilot phase have been transferred.

The recommendations have been suggested as under:

- The maps of Gram Panchayats may also be prepared indicating the Panchayat ward boundaries.
- The GIS software may be explored to be dovetailed with the Planning software for punching of data. District Statistical Office may also be involved since the office is

engaged in collection and compilation of developmental data.

- To institutionalize the system the project should be handed over to DRDA for actual implementation and management.
- The maps may be used for the planning and participatory rural appraisal exercise under in pursuance of MG NREGA Guidelines, 2013
- To make such an extensive effort workable and sustainable, there is a need to explore administrative will and political support.
- The initiative may be replicated to other districts of the state covering all the DRDAs in a mission mode as an innovation.

The study undertaken by the team comprising Sh. Rajeev Bansal, Research Officer and Sh. Pravesh Kumar, Core Faculty (WM), HP-SIRD undertook the field survey and report writing in a very limited time period, is a work of descriptive research concerned with describing the characteristics of the particular project, with narration of facts concerned with specific predictions. The study will be useful not only for DRDAs but also for Rural Development Department, functionaries, planners and researchers in the field of decentralized planning and management of rural development

*BODE Professor*



**Entitlements of the families of government servants dying in harness while on duty-under suspension – missing over period of time.**

-K.K. Sharma

As and when a government servant being earning member dies while in service, his family members are put to distress and in financial hardship. In such a situation, it becomes moral as well as statutory duty of the department concerned to expedite all the dues legally payable to the family in a time bound manner in order to avoid delay in the settlement of legitimate claims.

**1. Death Gratuity:-**

One such benefit available to the families of government servants is Death Gratuity who die while in service or under suspension or government servants who are missing over a long period of time and are not traceable despite of the fact that the family has lodged F.I.R with the nearest police station and employee is not traced even after best efforts of police authorities :-

**The provisions are as under:** Refers to Rule-50 of CCS (Pension) Rules, 1972 read with F.D. O.M dated 14.10.2009.

Death Gratuity is admissible to the family based on the length of service rendered by the deceased, on the following scales:

Length of service	Death Gratuity payable to family
Less than 1 year	2 times of emoluments
1 year or more but Less than 5 years	6 times of emoluments
5 Years or more but Less than 20 years	12 times of emoluments
20 years or more	Half of emoluments for every completed six monthly period of qualifying service subject to a maximum of 33 times of emoluments or Rs.10.00 lac, whichever is less. Formula is: Emoluments Last drawn x HYP of A.Q. Service

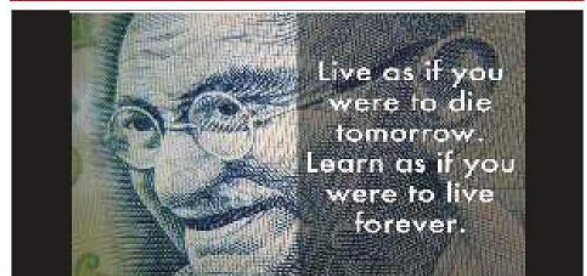
For the purpose of death gratuity, emoluments mean Basic pay in relevant Pay Band, Grade Pay and Dearness Allowance generally. However, Non Practicing Allowance in case of Medical Services, is also to be treated as Basic Pay for this Purpose. The amount payable is based as per Gratuity order issued from the office of the A.G.H.P. and expenditure is charged to Major Head-2071- Pension and Retirement Benefits, in respect of deceased employee who were covered under the provisions of C.C.S (Pension) Rules, 1972.

**Departmental Examinations by BODE at HIPA**

The Board of Departmental Examination, Himachal Pradesh has been constituted pursuant to the proviso to Article 309 of the Constitution of India. The Chief Secretary to the Government of Himachal Pradesh is the Chairman of Board with five members in the rank of Principal Secretary besides Director, HIPA as sixth member.

The departmental examinations are required to be qualified by the officers/officials belonging to the different categories for the purpose of confirmation in service after completion of probation period, award of time scales placement in higher scales and promotion to the higher posts. Generally, the Departmental Examinations are conducted twice in a year in the months of April and October, on year to year basis. To extend convenience to the candidates, the Departmental Examination on Financial Administration which has larger number of candidates is simultaneously held at Mandi and Dharamsala centers.

In addition to above, the Departmental Examination are also organized for officers of HPSEB Ltd, HPTDC, HP. Board of School Education and officers of HIMUDA. The entire work of examination viz. issue of date sheet, press notices, examination roll numbers and result of examination is now being done through web enabled software. The syllabus for examination in respect of all eligible categories of officers is also available on HIPA Website as also the previous question papers for last three





**2. DEPOSIT LINKED INSURANCE SCHEME (RULE 33-B OF GPF RULES, 1960)**

When a govt servant who has put in at least 5 years of service and is a subscriber to GPF, dies in service, his family becomes entitled for additional payment to the benefits under this scheme. The amount, which will be in addition to the GPF at credit, will be equal to the average balance in the account during the period of 36 months preceding months of death. This additional payment will, however, be restricted to a maximum of Rs.30,000/-. The benefit will not be payable in those cases where the balance at credit had fallen below the following limits at any time during the last 3 years preceding the month of death. The maximum of the scale of the post is to be related to that post which the deceased had held for greater part in the last such three years.

Maximum of the pay scale of the post	Monthly Minimum required balance during the period
Rs. 12000 or more	Rs. 12000
Rs 9000 to Rs. 11999	Rs. 7500
Rs. 3500 to Rs. 8999	Rs. 4500
Below Rs. 3500	Rs. 3000

While working out average monthly balance, month of March every year and the last month of such three year period will included the amount of interest. Benefit under the above rule is authorized by the office of the A.G.H.P and expenditure is debited to Head 2235-Social Security and Welfare.

**3. HP EMPLOYEES GROUP INSURANCE SCHEME:**

**(HP Employees G.I.S, 1984 - applicable with effect from 1.4.85)**

This scheme is compulsory for all the State Govt. employees who enter service on or after 01.04.1984. Under this scheme, every member of the scheme has to contribute an amount appropriate to the number of units he is entitled by virtue of his gradation on the basis of his Pay to be credited to the SAVING FUND and INSURANCE FUND RESPECTIVELY. Savings funds carry Interest at the rates prescribed by the govt. from time to time and are to be compounded after each quarter. The rate of subscription is based on the maximum of the pay scale of the post which is as under:

Maximum of the pay scale of the post	Class	Saving Fund	Insurance Fund
Less than Rs.5160/	IV(Rs.15)	Rs.10.50	Rs.4.50
Between Rs.5160-Rs10639/	III (Rs.30)	Rs.21.00	Rs.9.00
Between Rs.10639-Rs.11659/	II (Rs.60)	Rs.42.00	Rs.18.00
Rs.11660/ and above	I (Rs.120)	Rs.84.00	Rs.36.00

New entrants to service are to be enrolled as member of the scheme only from the month of April every year. However, portion of insurance cover will be deducted from their pay from the date of their entry into govt. service. They will subscribe to the savings fund only from pay for the month of next April. Similarly, where grade of the govt. servant changes during any month of the year, other than the month of April, he is to be treated to have entered such changed grade from the next April and subscription will also be revised from the month of such April. Subscription is payable till the end of service including the month in which an employee retires, is retired, dies or quits service on any account. Recovery for the month of death, if not recovered, will be recovered, will be recovered from dues payable to the family.

years for the convenience of the candidates. The minimum pass marks is fifty percent marks in each respective paper. The Board has been conducting departmental examination to the following categories twice in a year in accordance with Board of Departmental Examination Rules, 1997 as amended from time to time:-

1. Officers belonging to All India Services/ Indian Forest Services.
2. Officers belonging to Himachal Administrative Services/HP Forest Services.
3. Tehsildars/Naib Tehsildars working in under Revenue Department.
4. All Gazetted Officers working in H.P Government Department(Technical/Non Technical)
5. Superintendent/Sr.Assistant working in Govt. Deptt.
6. Excise and Taxation Inspectors of Excise & Taxation Department under Excise & Taxation Inspectors Deptt. Examination Rules.

The departmental examination for April and October, 2014 sessions were conducted smoothly in the year 2014 and the category wise number of candidates who applied and actually appeared in October, 2014 session is as under:-

Sr. No.	Category	Total Prescribed papers	Candidates Applied	Candidates appeared.
1.	IAS	9	7	6
2.	HAS	14	39	39
3.	Tehsildars/Naib Tehsildar	8	316	244
4.	IFS/HPFS & other Gazetted/Non gazetted officers (Tech./Non Tech.)	Tech 3 Non Tech 5	466	436
5.	Excise&Taxation Inspectors.	5	46	25
6.	HPSEB	3	58	51
7.	HP Edu.Board.	3	51	49
8.	HP Tourism Dev. Corpn. Ltd	3	2	1

**HIPA Hospitality Cooperative Society**

- The back end support agency of the Institute

The boarding and lodging arrangements for trainees and Guest Faculty of H.P. Institute of Public Administration are being looked after by HIPA Hospitality Cooperative Society, registered under the Cooperative Societies Act 1968 (Act No. 3 of 1969). All the employees of the Institute are members of this Society. Initially it was registered as HIPA Cooperative Mess Society on 1st day of December, 1993 and its objective was to provide boarding facilities to the trainees, guest faculty and staff of HIPA. Later, in 2007 its mandate was augmented to provide boarding and lodging facilities, to provide clean and tidy maintenance of HIPA complex, to render all possible help to the Institute for up gradation of boarding, lodging and other support & infrastructural facilities, etc. and the name of Society was changed to HIPA Hospitality Cooperative Society.

The Society has its own employees who are looking after all the above arrangements. There are 27 employees of various categories working in the Society. There are Manager, Store Keeper, Receptionist, Mistry, Cooks, Waiters, Room Attendant, Helpers



and Driver. The Society has made Service Rules for its employees in the year, 2013 in which various welfare provisions have been made for the employees. These welfare provisions include, coverage of all the employees under EPF & ESI Schemes, Retirement Gratuity on retirement and death while in service and compensation on disability, Cash equivalent of un-availed compensatory leave maximum on 15 days in case the employees were prevented to enjoy/avail compensatory leave during the calendar year. As per provision of the EPF and Misc. Provisions Act, 1952, all the employees have been covered under EPF scheme. The employees were covered under ESI scheme from May, 2012.

## E-Governance initiatives at HIPA

To sensitize the officers and hone up their skills on new technologies, electronics gazettes viz tablets and smart phones have been procured to provide them hands on training. The initiative aims at equipping the officers to access information, video chat and working on different apps. By working on these equipment's, it is expected that the skills of the officers will be enriched to work with different applications developed by H.P. Government as well as other online services.

In this series, a new multimedia training room has been prepared in the Institute. Besides class room training with open spaces, it can be used as a theatre to show documentary and inspirational movies to the participants. The room has capacity to accommodate of seventy five participants.

The I.T. Centre of the Institute has undertaken Training Needs Analysis (TNA) of approximately eight hundred employees of different State Departments to map their ICT skills. Different fields of ICT such as word processing, spreadsheet, presentation skills, Internet & e-mail, online services, windows features have been included in the TNA. It has helped the Institute to understand their training needs in the field of ICT and to design the training programmes accordingly.



## Is Leave My Right

-Vikas Bhushan Lalit

Leave cannot be claimed as of right. This provision has been enacted in the Central Civil Service (Leave) Rules, 1972 not to abridge or curtail the leave entitlement of the government servants but to empower the authority competent to sanction leave to refuse or revoke the leave of any description when the exigencies of the public service so require. It is for the reason that it is not always possible to let all the employees who have applied for leave at a particular time to have it at that time.

There is a limit beyond which depletion of staff cannot be permitted. This may affect the day to day operations and the system may come to halt. GID (1) below rule 7 of the CCS (Leave)Rules, 1972 states that "Indeed it is desirable in the interest of efficiency of the public service that Government Servants take leave at suitable intervals and return to work keen and refreshed."

It further states that "the leave sanctioning authority may, therefore, encourage Government servants to take leave regularly, preferable annually. In cases where applications for leave cannot, in the interest of public service, be granted at the same time, the leave sanction authority should draw up phased programme for the grant of leave to the applicants by turns with due regard to principle enacted."

The discretion to refuse or revoke leave should be used scarcely and only in critical circumstances. While accepting the recommendations of the Fourth Pay Commission to increase the ceiling on earned leave accumulation the Cabinet observed that earned leave should not ordinarily be denied to any employee, especially in the last ten years of his career, so that earned leave accumulation beyond maximum limit normally do not take place.

Although the authority competent to grant leave can refuse or revoke any kind of leave yet has not been empowered to alter the kind of due and applied for except at the written request of the Government Servant.



## DUTIES & RESPONSIBILITIES OF PIO

RTI Knowledge Corner

- Rajeev Bansal

Public Information Officer (PIO)

A PIO is an officer designated by the Public Authority (PA):

- in any of its administrative units
- to provide information to persons requesting for information under the Right to Information Act, 2005

**Note:** The Act does not prescribe any number or levels for designating PIO's. It has been left to a PA's judgment to determine an adequate number. Accordingly, PAs have designated more than one PIO – sometimes by even designating PIOs for particular function(s) of the PA.

Functions of a PIO...

Every PIO shall

- Accept and deal with requests from information seekers and render reasonable assistance to such persons. [S.5(3)]
- Provide information or reject a request (for valid reasons) as expeditiously as possible, subject to time limits as prescribed and, ordinarily, in the form in which it has been sought. [S. 7(1) & (9) & S. 8(1)(a)–(j)]
- Seek assistance of any other officer where necessary for the proper discharge of her / his duties [S.5(4)]
- Render assistance to the requester making the request orally to reduce the same in writing, where the request cannot be made in writing [S.6(1)]
- Provide persons with sensory disabilities, appropriate assistance to enable access to information and inspection, if necessary [S.7(4)]
- Transfer applications, where the information is held by another PA or the subject matter is more closely connected with the functions of another PA [S. 6(3)]
- Inform applicant immediately about the transfer [S. 6(3)]
- Send an intimation requesting deposition of further fees, where applicable for providing information – provide necessary information for the applicant to appeal [S. 7(3)(a) & (b)]
- Send a communication to the requester about the reasons for rejection – provide necessary information for the applicant to appeal including particulars of the appellate authority [S. 8 (i), (ii) & (iii)]
- Provide access to part of the record which can be reasonably severed from the part containing exempted information – giving reasons for partial rejection [S. 10 (1)]
- Give a notice of the request to 3rd party and invite submission – where 3rd party information is requested.
- Give notice of decision to disclose third party information within 40 days after receipt of the request as also information about being entitled to prefer an appeal [S.s 7(7), 11 (1), (2), (3) & (4)].
- Duly apply the "Public Interest test" in rejecting a request partially or fully as per exemptions in 8(1)(a)-(j) [S. 8(2)]
- Carry the burden (through the appeal process) of proving that that he / she acted reasonably and diligently [S. 20(1)]

Reporting on RTI

- Under S. 25 of the RTI Act, 2005, an Information Commission (IC) has been entrusted with the responsibility of preparing a report on the implementation of the provisions of this Act during (a given) year and forward a copy thereof to the Central / State Government – as applicable
- Each Ministry or Department in relation to PAs within their jurisdiction are expected to collect and provide such information to the IC concerned.
- The report in respect of the year should provide, among others, information on certain implementation aspects.
- It implies that 'a PIO should maintain records pertaining matters, which the ICs report should contain'.
- This information should be submitted to the head of the department periodically. This information should pertain:
- Number of requests received by each PA
- Number of decisions where applications were not entitled to access the documents pursuant to the requests the provisions of the Act under which these decisions were made and the number of times such provisions were invoked
- Number of appeals referred to the IC for review, the nature of appeals and the outcome of appeals
- Details of disciplinary action taken against any officer in respect of administration of this Act
- Amount of charges collected by each PA under this Act

THE PIOs HAS TO KEEP THE FOLLOWING IN MIND:

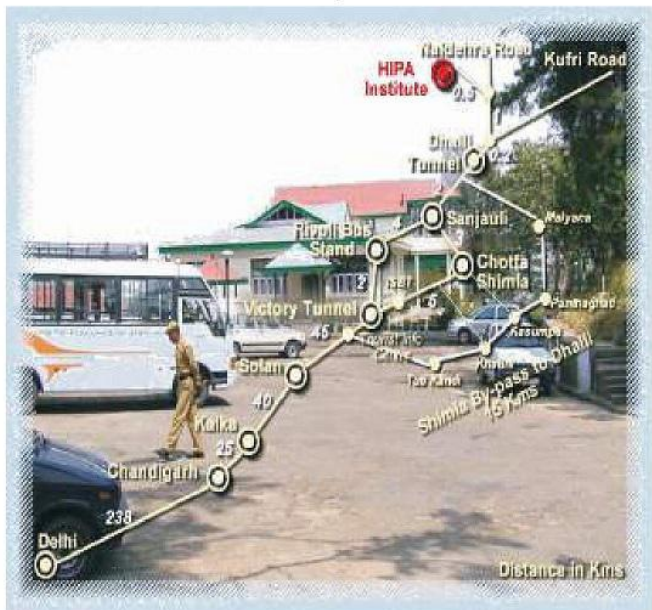
- INFORMATION WHICH CANNOT BE DENIED TO THE PARLIAMENT OR THE STATE LEGISLATURE SHALL NOT BE DENIED TO ANY CITIZEN;
- NOTWITH STANDING THE EXEMPTIONS PERMISSIBLE UNDER S. 8(1), ACCESS TO INFORMATION IS TO BE ALLOWED, IF PUBLIC INTEREST IN DISCLOSURE OUT WEIGHS THE HARM TO THE PROTECTED INTEREST;
- THE RIGHT TO INFORMATION ACT, 2005 OVERRIDES THE OFFICIAL SECRETS ACT, 1923;
- The PIO should keep in mind that under the provisions of Act, he has been entrusted the responsibility of providing:
  - INFORMATION ALREADY EXISTS & HELD/UNDER CONTROL OF PUBLIC AUTHORITY
    - Does not require to retain records for indefinite period
    - Records to be retained as per the retention schedule applicable
- PIO IS NOT SUPPOSED TO
  - CREATE INFORMATION
  - INTERPRET INFORMATION
  - SOLVE THE PROBLEMS RAISED
  - FURNISH REPLIES TO HYPOTHETICAL Questions
- The PIO has pivotal role in making citizen's right a reality since PIO is the biggest facilitator of act which casts specific duties & make him liable for penalty too therefore, it is pertinent for him to study the act carefully & understand the provisions correctly, especially in context to the application being handled.



**Forthcoming Programmes for April-June Quarter**

- IAS Prob. Programme
- HAS Foundation course
- Right to Information Act, 2005 and HP. Service Guarantee Act, 2011
- Specialized Training in Search, Rescue & First Aid
- Training Programme on Rural Engineering Works
- Solid & Liquid Waste Management under Swachh Bharat Mission
- Office Procedure & Financial Administration
- Good Governance
- Course on Basic/advance Computer and IT Applications, MIS for RD Applications and IFMS-(e-salary, e-vitrans, e-pension, budget processing, NPS
- MGNREGA Training Programmes
- Planning of Rural Development Projects/Programmes & Schemes
- Training for Transport Department
- Disciplinary Proceeding/ Conduct Rules/ Departmental Enquiry
- Service Delivery & Citizen Charter under Sevottam
- Integrated Watershed Management System

**Route Map to HIPA**



**Facilities :**

**Conference Hall :** The Institute has two well equipped and tastefully furnished conference halls with seating capacity of 120 and 60 persons respectively having state of art audio-visual support and teaching aids.

**Class Room :** Having four classrooms Kailash, Silvermoon, IVY Room and Sevottam .

**Information Technology :** NKN Internet facility, Wi-fi Campus and state of the art IT Centre with multimedia room.

**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.

**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 cuisions.

**Distance Learning Facility (VC) :** Connected to all 77 Panchayat Samities at block level and two Panchayati Raj Training Institutes.

**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.

**What we do ...**

- Training
- Module Designing
- Research
- Documentation
- Training Plan

**Want to ask a question**

Write us @ [hipa-hp@nic.in](mailto:hipa-hp@nic.in)

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