

TRAINING PROGRAMMES 2015-16

PROFESSIONAL COURSES

INSTITUTIONAL TRAINING FOR IAS PROBATIONERS 2013 BATCH

Aims and Objectives

- Helps to develop values, ideals and attributes desirable in an officer belonging to IAS.
- To acquaint probationers with the local laws, local culture, customs, environment and functioning of the State Government and its agencies.
- Learn about working of various Departments of State Govt. and PSUs.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
IAS Probationers of 2013 batch	Director (HIPA)	22 nd June to 25 th July, 2015

FOUNDATION COURSE FOR HAS AND OTHER GAZETTED OFFICERS

Aims and Objectives

- To acquaint officers with basic understanding of the constitutional, political, socio-economic and legal framework
- To make the officers professional in their approach and make them aware about the challenges and opportunities of Civil Services.
- To familiarize them with various administrative, financial and legal issues through a well defined syllabus.
- To acquaint them with the provisions of Right to Information Act, 2005 and to acquaint them with the concept of responsive administration.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
HAS and Other Gazetted Officers of the State Government directly recruited and recommended by Govt.	Additional/Joint Director	03 rd Aug. to 01 st Oct., 2015

PROFESSIONAL TRAINING FOR HAS OFFICERS OF 2014 BATCH

Aims and Objectives

- Enabling the officers to acquaint themselves with the local laws, local culture, institutional and work environment.
- To acquaint the officers with various legislation/statutes to be enforced as Executive Magistrate.
- Acquisition of IT skills, Motor Vehicle Act & Rules, Target shooting, Arms Rules, e-Samadhan, e-Governance etc.
- Legislative procedures and work.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
HAS Officers 2014 batch.	Additional/Joint Director	5 th Oct. to 19 th Dec., 2015

SAS(OB)- PART-I + II

Aims and Objectives

- To enable the trainees to understand and learn the system and role of Financial Administration in Government and PSUs.
- To enable them to understand their role and functions as Financial Advisors to Government Departments and PSUs.
- To expose and prepare the participants in understanding and application of various service, accounts and financial rules, practices and procedure in the Govt. and PSUs.
- To make them literate in computer basics and its application in their working.
- To acquaint them with the provisions of Right to Information Act, 2005 and the duties and obligations of government officials under the Act.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Direct recruits of Subordinate Accounts Services of H.P.	Sh. K.T.Bodh	Part- I: (dates will be decided later-on) Part- II: (dates will be decided later-on)

SIRD PROGRAMMES

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
District /Block level officers & elected representatives of PRIs upto Zila Parishad level.	Sh. S. C. Sharma	06-10/04/2015	06-10/04/2015	16-18/04/2015
		16-18/04/2015	27/04-02/05/2015	27/04-02/05/2015
		05-08/05/2015	11-16/05/2015	18-23/05/2015
		08-12/06/2015	15-20/06/2015	22-27/06/2015
		06-10/07/2015	06-10/07/2015	13-17/07/2015
		20-25/07/2015	20-25/07/2015	03-07/08/2015
		03-07/08/2015	10-14/08/2015	17-22/08/2015
		24-29/08/2015	24-29/08/2015	31/08-04/09/2015
		31/08-04/09/2015	07-11/09/2015	07-11/09/2015
		14-19/09/2015	14-19/09/2015	21-26/09/2015
		21-26/09/2015	28/09-03/10/2015	28/09-03/10/2015
		05-09/10/2015	05-09/10/2015	12-17/10/2015
		12-17/10/2015	19-23/10/2015	19-23/10/2015
		26-31/10/2015	26-31/10/2015	02-07/11/2015
		02-07/11/2015	09-13/11/2015	16-21/11/2015
		16-21/11/2015	23-28/11/2015	23-28/11/2015
		30/11-05/12/2015	30/11-05/12/2015	07-11/12/2015
		07-11/12/2015	14-19/12/2015	14-19/12/2015
		21-26/12/2015	21-26/12/2015	04-08/01/2016
		04-08/01/2016	11-16/01/2016	11-16/01/2016
		18-23/01/2016	18-23/01/2016	27-30/01/2016
		27-30/01/2016	01-06/02/2016	01-06/02/2016
		08-12/02/2016	08-12/02/2016	15-20/02/2016
		15-20/02/2016		

SPECIALIZED PROGRAMMES

➤ OFFICE PROCEDURE & FINANCIAL ADMINISTRATION

Aims and Objectives

- To make the participant aware of Indian Financial Administration System, Centre-State Financial Relations and Resource Sharing, Budgeting and Accounting in Govt., Stores Management in Govt., Financial Control system in Government, Parliamentary Financial Control and to equip the participants with Service Rules and (People with Disability) PWD Act, 1995

PARTICIPATION LEVEL	COURSE DIRECTORS	DATES	DATES	DATES
		DRN	KTB	KKS
Gazetted / Non Gazetted Officers of the State Government.	Sh. D.R.Negi Sh. K T Bodh Sh. K K Sharma	27/04-1/5,2015	11-15/5/2015	25-29/5/2015
		08-12/6/2015	22-26/6/2015	06-10/7/2015
		20-24/7/2015	03-07/8/2015	17-21/08/2015
		31/8-4/9/2015	14-18/9/2015	16-20/11/2015
		26-31/10/2015	28/9-03/10/2015	28/12/2015-01/01/2016
		16-21/11/2015	02-06/11/2015	11-15/01/2016
		30/11-4/12/2015	14-18/12/2015	

➤ DISCIPLINARY PROCEEDINGS/ CONDUCT RULES/ DEPARTMENTAL ENQUIRY

Aims and Objectives

- To make the participant aware of Constitutional Provisions relating to service & General Conditions of services and to equip the participants with CCS (Conduct) Rules, 1964 and CCS (CCA) Rules, 1965 (Suspension/Entitlements, Suspension & Reinstatement, Framing of Charge Sheet & Holding of Departmental Enquiry, Imposition of Penalties, Review & Appeal) and (People with Disability) PWD Act, 1995

PARTICIPATION LEVEL	COURSE DIRECTORS	DATES	DATES	
		VBL	VPSP	
Gazetted / Non-Gazetted officers of the State Government	Sh. V B Lalit Sh. V P S Panwar	05-07/5/2015	15-17/6/2015	
		01-03/6/2015	13-15/7/2015	
		27-29/7/2015	07-09/9/2015	
		24-26/8/2015	21-23/9/2015	
		05-07/10/2015	21-23/12/2015	

➤ *NOTING AND DRAFTING*

Aims and Objectives

- To understand concept of office in Government.
- To develop knowledge in Noting & Drafting Skills as per hand book of Office Procedure.
- To impart detail knowledge of record keeping and managing files.
- To acquaint them with (People with Disability) PWD Act, 1995

PARTICIPATION LEVEL	COURSE DIRECTORS	DATES	DATES	DATES
		VBL	VPSP	
Non-Gazetted officers of the State Government	Sh.V B Lalit Sh V P S Panwar	29/6-1/7/2015	21-23/5/2015	
		19-21/10/2015	10-12/08/2015	
		07-09/12/2015		

➤ *AUDIT & PERFORMANCE BUDGETING*

Aims and Objectives

- Audit, its importance and Role of CAG with respect to Audit.
- To make aware with Performance Budgeting & Zero base Budgeting.
- To explain plans and strategies to match current state of audit, performance budgeting & performance measurement with global standards.
- To acquaint them with the dealing of PAC/CAG Paras
- To acquaint them with (People with Disability) PWD Act, 1995

PARTICIPATION LEVEL	COURSE DIRECTORS	DATES	DATES	
		DRN	KTB	
Gazetted officers of the State Govt.	Sh. D. R.Negi Sh.K T Bodh	18-19/5/2015	23-24/11/2015	

COMMUNICATION AND PRESENTATION SKILLS

Aims and Objectives

- To improve performance and understanding human behaviour.
- To understand the communication process, identifying communication problems and outlining ways to improve.
- To know more about personal communication, its goals, outcomes, problems and strategies for improvement.
- To acquaint them with the (People with Disability) PWD Act, 1995

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Officers of various Departments of the State Govt.	Sh. V B Lalit	04-06/06/2015	30/07-01/08/2015	

TRAINING ON IMPORTANCE OF ETHICS AND VALUE

Aims and Objectives

- To understand the importance of ethical conduct behavior at work place.
- To motivate participants to make ethical discussions.
- To acquaint them with the (People with Disability) PWD Act, 1995

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES
Sr. & Middle Level Officers of State Govt.	Sh. V.B.Lalit	27-29/08/2015	26-28/11/2015

GOOD GOVERNANCE

Aims and Objectives

- To make aware the participants with the concept and emerging trends in Good Governance.
- To highlight the need for improved Governance in the changing economic and social circumstances.
- To acquaint them with the (People with Disability) PWD Act, 1995

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Senior and Middle level officers of State Govt. Departments	Sh.V P S Panwar	16-18/04/2015	11-13/05/2015	13-15/07/2015
		26-28/11/2015		

COURT PROCEDURE

Aims and Objectives

- To make aware the participants the duties and responsibilities of an officer- in-charge (in court cases) as defined in the Code of Civil Procedures 1908.
- To generate awareness of the importance of Court work.
- To acquaint them with the procedure to be followed in Courts while acting as an agent of the State.
- To sensitize them to the role and conduct expected of a Judicial/ Quasi-Judicial officer in Court.
- To acquaint them with the (People with Disability) PWD Act, 1995

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES
Revenue Officers of State Govt.	Sh.V P S Panwar	05-07/05/2015	12-14/08/2015

***RIGHT TO INFORMATION ACT, 2005 & H.P. PUBLIC SERVICE
GUARANTEE ACT, 2011
(Institute level Training Programmes)***

Aims and Objectives

- To equip the participants with the concept of Right to Information Act, 2005
- To equip the participants with the concept of H.P. Public Service Guarantee Act, 2011
- To make participants understand importance of ethical conduct behaviour at work place.
- To motivate participants to make ethical discussions & bring certain positive changes in one's life.
- To change one's existing habits & bring change in the way we want ourselves to be in order to be more fruitful to society.
- To list out salient features and principles of Public Service Guarantee Act, 2011

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted & Non Gazetted Officers of State Govt. (PIO's/APIO's & Appellate Authority)	Sh. R S Kapoor	06-09/04/2015	21-24/04/2015	05-08/05/2015
		25-28/05/2015	08-11/06/2015	22-25/06/2015
		06-09/07/2015	20-23/07/2015	03-06/08/2015
		17-20/08/2015	31/8-03/09/2015	14-17/09/2015
		28/09-01/10/2015	12-15/10/2015	01-04/12/2015
		21-24/12/2015		

INTENSIVE TRAINING PROGRAMMES FOR HPSEB LTD.

Aims and Objectives

- Capacity building at cutting edge level officials having citizen interface.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Technical and non technical staff	Sh. R. S. Kapoor	12 Training programmes will be conducted in the field.

***RIGHT TO INFORMATION ACT, 2005
(Field level Training Programmes)***

Aims and Objectives

- To equip the participants with the concept of Right to Information Act, 2005

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
PIO/APIO & Appellate Authority, other officials and elected member of PRIs, Members of NGO, Media person	Sh. R. S. Kapoor	12 RTI workshops will be conducted at District/sub division block/Institution level.

SERVICE DELIVERY/CITIZEN CHARTER/ SEVOTTAM**Aims and Objectives**

- To identify the need of Public Service Delivery.
- To create awareness among the participants for time bound Service Delivery to Citizens and to maintain consistency and excellence in public service delivery.
- To enhance the capability of participants to formulate “Sevottam” Compliant Citizens Charter through consultative and participatory approach.
- To enable the participants to explain the importance of Good Governance and to ensure quality services in time bound manner.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES		
Senior and Middle level officers of State Govt. Deptts.	Sh.H K Sharma	14-16/05/2015	01-03/06/2015	27-29/07/2015
		17-19/08/2015	24-26/09/2015	15-17/10/2015

TOT PROGRAMME AT STATE LEVEL**Aims and Objectives**

- Faculty Development Programme under “Sevottam”
- To enable government servants to describe the philosophy of “Sevottam” Compliant Citizen Charter and its implication for excellence in Public Service Delivery,
- Capacity building of potential trainers (identification from data base) on “Sevottam”.
- To enable the participants to impart training on “Sevottam”

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES		
Senior and Middle level officers of State Govt. Departments	Sh. H K Sharma	15-19/06/2015	07-11/09/2015	

DEPARTMENT SPECIFIC WORKSHOPS UNDER “SEVOTTAM”**Aims and Objectives**

- To enable the department officer to impart “Sevottam” Compliant Citizen Charter.
- To create awareness amongst the service providers to ensure time bound quality services to citizens/clients.
- To develop a self assessment mechanism at organizational level to achieve excellence in public service delivery.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES		
Senior and Middle level officers of State Govt. Deptts.	Sh. H K Sharma	27-28/04/2015	18-19/05/2015	29-30/06/2015
		09-10/07/2015	03-04/09/2015	

TWO DAYS TRAINING PROGRAMME AT DISTRICT LEVEL

Aims and Objectives

- To equip the participants with the concept of “Sevottam”

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES
Senior and Middle level officers of State Govt. Deptts.	Sh. H K Sharma	8 Sevottam courses will be conducted at District level.

DISASTER MANAGEMENT

Aims and Objectives

- To create awareness & knowledge of dissemination in the field of Disaster Management.
- To develop adequate capacity of all stakeholders for dealing with all facts of Disaster Management.
- To improve quick response and recovery process for saving the life of people of the State during Disaster.
- To enhance the efficiency & performance level of the Disaster Management functionaries.
- To disseminate information on important concepts, guidelines, and policies issued by National Disaster Management Authority (NDMA), NIDM and State Disaster Management Authority (SDMA) from time to time.
- To establishing a Centre of Excellence for addressing multiple disasters in the State of Himachal Pradesh.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Officers/officials of Government /Semi Government Departments & Representatives of NGOs, NYKs, Youth Volunteers, PRIs & ULBs	Sh. Desh Bandhu Kaith	06-08/04/2015	22-24/04/2015	21-23/05/2015
		25-29/05/2015	03-05/06/2015	22-26/06/2015
		01-03/07/2015	18-20/06/2015	07-09/09/2015
		21-23/09/2015	06-08/10/2015	02-04/11/2015
		18-20/11/2015	02-04/12/2015	16-18/12/2015
		04-05/01/2016	07-08/01/2016	03-05/02/2016
		17-19/02/2016	03-05/03/2016	17-19/03/2016

TRAINING ON GENDER BUDGETING

Aims and Objectives

- To analyze the situation at present (Gender equality) and the analysis of existing facilities and expenditure incurred on all schemes.
- To establish a trained pool of Resource Persons identified & created for the Gender facilitation Centre.
- To ensure that our budget is Gender responsive and contributes to achieving Gender equality, human development and economic efficiency.
- Identification & Delineation of Sector specific inequalities.
- Networking and compilation of initiatives undertaken in the State of Himachal Pradesh for empowering women.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
State & District Level Officer/officials, Representatives of PRIs, ULBs & NGOs	Sh. Desh Bandhu Kaith	15-17/06/2015	28-30/09/2015	26-28/11/2015

SEMINARS/CONSULTATIVE WORKSHOPS FOR TNA AND MODULE DESIGN UNDER HUDCO -CHAIR

Aims and Objectives

- Principles & Practices of Urban/Special Planning in context to Hilly Areas.
- Appraisal & Conservation of heritage Resources of Himachal Pradesh.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Representatives/ Officials of ULBs / MC/ TCP/UDD.	Sh.A N Gautam	05-06/05/2015	16-17/07/2015	

E-GOVERNANCE AND INFORMATION TECHNOLOGY

BASIC COMPUTER TRAINING PROGRAMME ON WORD, INTERNET & E-MAIL

Aims and Objectives

- To familiarize and apprise the participants with the basics of computers and to impart them necessary skills to work on office automation, tools available under Windows.
- To familiarize and apprise the participants with the basics of internet and to impart them necessary skills so that they can able to do net surfing, download & upload data, e-mail, attachment etc.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non-Gazetted officers of State Govt. Deptts.	Sh. Sandeep Kumar	06-10.04.2015	18-23/05/2015	22-26/6/2015
		13-17/07/2015	12-16/10/2015	01-05/12/2015

COMPUTER COURSE ON EXCEL

Aims and Objectives

- To familiarize and apprise the participants with the basics of computer application on excel and to impart them necessary skills to work on office automation, tools available under Windows.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non-Gazetted officers of State Govt. Deptts.	Sh. Sandeep Kumar	27-28/04/2015	07-08/05/2015	29-30/05/2015

COMPUTER TRAINING ON POWER POINT

Aims and Objectives

- To familiarize the participants with the basics of presentation programme and to impart them necessary skills to work with various features of Power Point Application.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non-Gazetted officers of State Govt. Deptts.	Sh. Sandeep Kumar	16-18/04/2015	14-16/05/2015	10-12/06/2015
		12-14/08/2015	05-07/10/2015	

COURSE ON WORKING WITH TABLET/SMARTPHONE USING ANDROID APPLICATION

Aims and Objectives

- To familiarize the participants with the working of Tablet/Smartphone and to impart them necessary skills to work with various features of android application so that they will be able to download Apps, Working with various Apps, Surfing net etc.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non-Gazetted officers of State Govt. Deptts.	Sh. Sandeep Kumar	29-30/04/2015	25-26/05/2015	01-02/07/2015
		29-30/07/2015	06-07/08/2015	

COURSE ON IFMS (E-SALARY, E-VITRAN, E-PENSION, BUDGET PROCESSING, NPS)

Aims and Objectives

- To familiarize the participants with the working of e-applications such as e-vitrans, e-pension, budget processing and NPS.
- To impart them necessary skills to work with various features of these applications so that they will be able to deal official/ financial matter efficiently.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
DDOs/SAS/other officers and officials dealing with financial matters.	Sh. Sandeep Kumar	05-06/05/2015	27-28/08/2015	02-03/11/2015

COURSE ON MANAV SAMPADA (E-SERVICE BOOK, MIS REPORTING, MOBILE APPLICATIONS)

Aims and Objectives

- To familiarize the participants with the working of e-applications such as e-service book, MIS reporting and mobile applications.
- To impart them necessary skills to work with various features of these applications so that they will be able to access/update information efficiently.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted and Non-Gazetted officers of State Govt. Deptts	Sh. Sandeep Kumar	08-09/06/2015	27-28/07/2015	17-18/08/2015

TRAINING ON LAND RECORDS COMPUTERIZATION (HIM BHUMI, HIM RUS, LOKMITRA, BHUNAKSHA)

Aims and Objectives

- To familiarize the participants with the computerization of land records using related e-applications such as Him Bhumi, Himrus, Lokmitra & Bhunaksha.
- To impart them necessary skills to work with various features of these applications so that they will be able to access information efficiently.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted officers of Revenue / Registration & Settlement Deptts.	Sh. Sandeep Kumar	03-04/07/2015	21-22/09/2015	

COURSE ON IT FOR EFFECTIVE OFFICE MANAGEMENT

Aims and Objectives

- To familiarize the participants with the various features available under windows. manage files & folders, sharing of data and devices over network, scanning of documents and send it as attached with e-mail.

PARTICIPATION LEVEL	COURSE DIRECTOR	DATES	DATES	DATES
Gazetted / Non-Gazetted officers of Revenue Registration & Settlement Deptts.	Sh. Sandeep Kumar	24-25/07/2015	07-08/09/2015	

PROGRAMMES AT REGIONAL TRAINING CENTRES/ DISTRICT TRAINING CENTRES

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

DHARAMSALA			
S.No.	Programmes	No. of Prog.	Duration
1.	Course on Word Processing	04	3 days
2.	Course on MS-Excel	02	2 days
3.	Course on Power Point	02	3 days
4.	Computer Training on Internet & E-mail	02	2 days
5.	Office Procedure and Financial Administration	05	5 days
	Total	15	
MANDI			
S.No.	Programme	No. of Prog.	Duration
1.	Course on Word Processing	04	3 days
2.	Course on MS-Excel	02	2 days
3.	Course on Power Point	02	3 days
4.	Computer Training on Internet & E-mail	02	2 days
5.	Office Procedure and Financial Administration	05	5 days
	Total	15	
CHAMBA			
S.No.	Programme	No. of Prog.	Duration
1.	Course on Word Processing	04	3 days
2.	Course on MS-Excel	02	2 days
3.	Course on Power Point	02	3 days
4.	Computer Training on Internet & E-mail	02	2 days
	Total	10	
NAHAN			
S.No.	Programme	No. of Prog.	Duration
1.	Course on Word Processing	04	3 days
2.	Course on MS-Excel	02	2 days
3.	Course on Power Point	02	3 days
4.	Computer Training on Internet & E-mail	02	2 days
	Total	10	

DEPARTMENTAL EXAMINATIONS

*Departmental Examinations for IAS/HAS/Tehsildars/Naib
Tehsildars/Kanoongos/Patwaris/
ETIs/ Other Gazetted Officers of the State Government.*

PARTICIPATION LEVEL	DATES
All Gazetted and Non-Gazetted officers as required by Law to appear in the Departmental Examination	01-10 April, 2015 12-20 October, 2015