

## ***THE INSTITUTE***

The Himachal Pradesh Institute of Public Administration, popularly known as HIPA, was established on January 1, 1974 at 'FAIRLAWNS', a place about 12 kms. from Shimla on Shimla-Mashobra road. The Institute is located at an elevation of 2,398 meters above MSL on the Mashobra- Naldehra State highway in a historical complex. It is located amidst serene and picturesque surroundings with well laid out spacious and luxuriant lawns. The building was originally constructed by Mr. R. Dixon of the foreign office of British India. Later, it was purchased by Nawab Muzaffar Ali Khan Quizzalbash of Maler Kotla. On his migration to Pakistan in 1947, the property came to the Government of Punjab State, which converted it into a Circuit House. At the time of re-organization of States in November, 1966, the property was transferred to Himachal Pradesh Government, which subsequently selected it for setting up the Institute. The Institute functions under the Department of Training and Foreign Assignment, Government of Himachal Pradesh and is headed by a Director who is an officer of the Indian Administrative Service.

## ***ACTIVITIES***

The Himachal Pradesh Institute of Public Administration is a multi-disciplinary organization that aims to promote the capacity building of Government functionaries at all levels to help them to improve their working to facilitate the economic and social well being of people in the State. Its endeavour is to inculcate a better sense of purpose, dedication and appropriate skills among the officers of the State in the discharge of their duties and responsibilities. HIPA's main concern is to help in developing professional competence of individual officers not only of the State Government departments but also its parastatal organizations. Towards this end, HIPA conducts various professional, foundational, specialized programmes as well as off campus programmes in the Tribal districts of the State. Apart from its campus at Fairlawns, Shimla, HIPA training programmes reach to all non tribal district headquarters of the State through its network of two regional, two District Training Centers and Video Conferencing facility.

## ***TRAINING CALENDAR***

The details of the training programmes proposed to be conducted during 2016-17 are available in the succeeding pages. The Training Calendar is also available on our Website (<http://hipashimla.nic.in>).

## ***PARTICIPATION IN TRAINING PROGRAMMES***

Circulars inviting nominations are issued 8 weeks in advance before the commencement of each course. Nominations should reach the Director, H.P. Institute of Public Administration, Fairlawn, Shimla-171012 at least 3 weeks before the commencement of the programme. This will facilitate dispatch of acceptance/ confirmation and arrangements for the course.

Acceptance of nominations is generally issued 2 weeks in advance of the commencement of the Course. The nominees are advised not to move for training without confirming acceptance of their nomination for the programme.

## ***REACHING HIPA***

1. Rail:- Shimla Railway station is just 12 Kilometers away from the HIPA and is connected to Kalka by a narrow gauge UNESCO Heritage rail track. The famous Heritage toy train of Shimla runs between Kalka and Shimla, covering a distance of 96 kilometers in about 6 hours. One can easily get a taxi from the Railway Station to HIPA.
2. By Road:- There are several bus services, including that of Himachal Road Transport Corporation, as well as private operators connecting Shimla to the major cities in North India. Chandigarh is at a distance of 117 Kilometers, Manali at 260 kilometers and Delhi at 343 kilometers. One can easily get a taxi from the New ISBT at Tuti Kandi Shimla to HIPA.
3. Air:- Jubbarhatti, which is about 35 kilometers from the Institute, is the nearest airport. There are regular flights going from Jubbarhatti (Shimla) to Delhi. One can easily get a taxi from the airport to Shimla-HIPA.

4. HRTC Taxi:- The HRTC taxi service in Shimla connects. The Mall from various suburbs of Shimla city
5. Our Own Transport Resources:- The Institute has 2 buses and 4 light vehicles to bring participants and guests from the city to HIPA. Other trips are made as per requirement.

## ***TRAINING INFRASTRUCTURE***

### ***CONFERENCE HALL***

The Institute has two well- equipped and tastefully furnished Conference Halls-(i) Main Conference Hall with seating capacity of 120 and (ii) Kailash Conference Hall with seating capacity of 60, respectively, having state of art audio-visual support including recording facilities.



## ***CLASS ROOMS***

The Institute also has 6 well- furnished class rooms (Sun Room, Ivy Room, Silver Moon, Reception Hall (70), Sevottam Room & IT. Room) each with seating capacity of about 25-30 trainees. All the classrooms have modern teaching aids e.g. Computers, LCD screen/projectors, White Boards, PA systems, (Collar/Cordless mikes) Over Head Projector, etc. Facilities for photocopying are available for all programs.



## ***RESIDENTIAL FACILITIES***

Located in picturesque surroundings and blessed by cool, calm and unpolluted environment, the Institute has two hostels (Kailash and Dhauladhar) and one guest houses (Suraj Tall) within its campus for trainee officers and faculty members visiting HIPA. Well equipped 70 double-bedded rooms with attached bathrooms are available to make the stay of visitors comfortable. The Institute also provides suitable accommodation for accompanying support staff on need basis.



## ***CATERING***

The modern kitchen and dining hall of the Institute, caters to 70 trainees at a time. The cooks are well- trained to provide different cuisines for domestic trainings that cover North –Eastern Region States and for foreign participants/ resource persons as well. All meals are served in designated dining area only. Morning tea is, however, served in the hostel rooms.



## ***TRANSPORT***

The Institute has 2 buses and 4 light vehicles to bring participants and guests from the city. Others trips are made as per requirement. Extra vehicles are hired on need basis. Institute campus has parking facility for nearly 60 vehicles.





### ***INTERNET***

The Institute has round the clock internet connectivity provided by NKN. All the rooms of guest houses are provided with independent port for internet connectivity. Wi-Fi facility for internet is also available throughout the Institute.

### ***RECREATION FACILITY***

Excellent sports and fitness facilities are available on campus to enable participants and faculty members to pursue a regular fitness regimen. Indoor & outdoor games/recreation like Croquet, Billiards, Cycling, Indoor Badminton, Gym, Karaoke singing and other musical instruments are available in campus.

### ***LIBRARY***

The Institute library has nearly 45,275 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 and can be located on our website. 7 computers with internet facility are installed in the library for the use of visitors, trainees and researchers. Facilities for photocopying (Black & White and Coloured) and laminating machine are also available.



### ***INFORMATION TECHNOLOGY CENTRE***

HIPA has a state-of-the-art Information Technology Centre for the conduct of various IT related training programmes. The IT Centre is on LAN with internet facility. Well equipped computer lab with dedicated lecture theaters can provide training to up to 30 participants on individual computers at a time. HIPA centers at Mandi, Dharamshala, Chamba and Nahan also have IT training facilities with individual computers for 25-30 participants each and such centres at other districts would also come up in near future.



### ***HIPA JOURNAL***

H. P. Institute of Public Administration has started the publication of a bi-annual Journal Administrative Development (ISSN 2319-2976) since 2012. The journal is serving as an important platform for linking the research and policy and provides an opportunity to researchers and people in policy making and implementation to share their observations.

The HIPA is an Apex Training Institute of the state of Himachal Pradesh and is a multi-disciplinary organization that aims at enhancing the capacity of Government functionaries at all levels through training. It also helps them to improve their working to facilitate the economic and social well being of people of the State. The Institute comprises of ATI (Administrative Training Institute), SIRD (State Institute of Rural Development), SAS (Subordinate Accounts Services), BODE (Board of Departmental Examination), DMC (Disaster Management Centre), IT (Information Technology) Centre, Urban Resource Center, Sevottam

Project, PSG (Public Service Guarantee) etc. & IIFT (Indian Institute of Foreign Trade) & Gender Resource Budgeting Center. It is the endeavor of the Institute to inculcate a better sense of purpose, dedication and appropriate skills among the officers/ officials of the State in discharge of their duties and responsibilities. The main concern is to help officers of the State government departments and of other governmental organizations in developing professional competence. HIPA conducts a variety of training programmes. Apart from its campus at Shimla, the Institute also conducts training programmes at district headquarters of the State through its four Regional/ District Training Centres at Mandi, Dharamshala, Chamba and Nahan.

### **TRAINING NEEDS ANALYSIS**

The recent past has seen a paradigm shift in the economic, political, social and technological scenario all around and this State is no exception. This has necessitated stock taking of the available Human Resources, both quantitatively and qualitatively. It hardly needs to be mentioned that the competence, skills and attitudes of the State Govt. employees have a great bearing on the quality of their output. This casts upon the government a duty to ensure that it makes all efforts to improve the competence of its employees who are the principal agents of delivering services to the people. This effort need not remain confined at the time of induction in service of employees but should also continue throughout the period that such employees remain in government service. A conscious policy for the development of the human resources available with the State Government would, therefore be required to be fostered for harvesting technological, economic, political and social change. Training Needs Analysis (TNA) is an integral part of Training Process and is valuable to both employees and employers. Increased knowledge and skills make them more productive in their workplace and thus more valuable to the organizations.

- Another reason to train is because it helps to keep employees motivated and is a welcome break from their normal routine. Some people sit in the same office for years doing the same things in a similar fashion over the years. Training can help them to go beyond the daily routine and energize them to perform more efficiently and effectively.
- Part of the energizing process of training is found in the relationships formed during training sessions. Training offers a time to network with and connect with other professionals.



□ It is important that all employees are updated on their knowledge periodically and are acquainted with the latest development not only in their area of working but also with the ever changing environment of governance.

### **TRAINING MODULES AS PER REQUIREMENT/DEMAND OF THE DEPARTMENTS:**

In view of the demand/request of the departments, HIPA has ensured that training slots are available for the departments in its annual training calendar.

### **NEW INITIATIVES: IN EMERGING AREAS OF ADMINISTRATION**

The Institute has also established some new centers to focus capacity building initiative in emerging areas of public management.

1 **Centre of Excellence in Urban Management:**

During the year 2013-14, three separate initiatives have been started under this centre of excellence.

(a) HUDCO-CHAIR

(b) Urban Transport Desk: (MOA with Institute of Urban Transport under UNDP, WB, MOUD initiative).

2. **Sevottam Centre:** The Institute has also established a Sevottam Centre  
Financed by DARPG, GOI.

3. **Centre for Gender Resource Budgeting:** HIPA initiated the process of institutionalizing the training and capacity building of gender budgeting cells notified by the various departments in the State of HP financed by Ministry of Women & Child Development, GOI.

4. **Centre for Indian Institute of Foreign Trade:-** Regional Centre start up office.

5. **Public Service Guarantee Act Centre:** The Public Service Guarantee Act Centre started for handling various important good governance issues.

6. **Centre for Climate change & Environment:-** Centre for climate change is being started under Disaster Management Centre.

### **GENERAL TRAINING TO BE CONDUCTED BY HIPA**

The following training programmes will be conducted by the Institute during the year 2015 -2016:

- Institutional training for IAS Probationers
- Foundation Course for HAS & Other Gazetted Officers
- Professional Course for HAS Officers
- Subordinate Accounts Services (SAS) Training
- SIRD Programmes for District /Block Level Officers
- Office Procedure and Financial Administration
- Sevottam/ Service Delivery /Citizens Charter
- Good Governance
- Communication and Presentation Skills
- Court Procedure
- Right to Information Act, 2005 & H.P. Public Guarantee Act, 2011
- Disaster Management
- Ethics and Values
- E-Governance & Information Technology related trainings

## TRAINING PROGRAMMES 2016-17

### PROFESSIONAL COURSES

#### *INSTITUTIONAL TRAINING FOR IAS PROBATIONERS 2016 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)	21 <sup>st</sup> June to 23 <sup>rd</sup> July, 2016

#### *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	10 <sup>th</sup> March to 20 <sup>th</sup> May, 2016

### ***PROFESSIONAL TRAINING FOR HAS OFFICERS***

#### **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.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
HAS Officers 2014 batch.	Additional Director	23 <sup>rd</sup> May to 27 <sup>th</sup> August, 2016

### ***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.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>
Direct recruits of Subordinate Accounts Services of H.P.	Sh. Praveen Chaudhary	Part-II: 11.01.2016 to 10.06.2016 Part- I: (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	<b><u>April, 2016 (5 Slots)</u></b>	<b>September, 2016 (5 Slots)</b>	<b>February, 2017 (8 Slots)</b>
		1. 04.04.2016 to 08.04.2016	1. 05.09.2016 to 09.09.2016	1. 06.02.2017 to 08.02.2017 (2 Slots)
		2. 11.04.2016 to 13.04.2016 (2 Slots)	2. 13.09.2016 to 17.09.2016	2. 13.02.2017 to 18.02.2017 (2 Slots)
		3. 18.04.2016 to 23.04.2016	3. 19.09.2016 to 24.09.2016 (2 Slots)	3. 20.02.2017 to 25.02.2017 ( 2 Slots)
		4. 25.04.2016 to 30.04.2016	4. 26.09.2016 to 01.10.2016	4. 27.02.2017 to 04.03.2017 (2 Slots)
		<b><u>May, 2016 (4 Slots)</u></b>	<b>October, 2016 (5 Slots)</b>	<b>March, 2017 (8 Slots)</b>
		1. 02.05.2016 to 07.05.2016	1. 03.10.2016 to 07.10.2016	1. 06.03.2017 to 10.03.2017 (2 Slots)
		2. 09.05.2016 to 13.05.2016	2. 13.10.2016 to 15.10.2016	2. 14.03.2017 to 18.03.2017 (2 Slots)
		3. 16.05.2016 to 20.05.2016	3. 17.10.2016 to 22.10.2016	3. 20.03.2017 to 25.03.2017 (2 Slots)
		4. 23.05.2016 to 28.05.2016	4. 24.10.2016 to 29.10.2016	4. 27.03.2017 to 01.04.2017 (2 Slots)
		<b>June, 2016 (6 Slots)</b>	5. 24.10.2016 to 29.10.2016	
		1. 30.05.2016 to 04.06.2016	<b>November, 2016 (5 Slots)</b>	
		2. 08.06.2016 to 10.06.2016	1. 31.10.2016 to 05.11.2016	
		3. 13.06.2016 to 18.06.2016	2. 07.11.2016 to 11.11.2016	
		4. 21.06.2016 to 25.06.2016	3. 15.11.2016 to 19.11.2016	
		5. 27.06.2016 to 02.07.2016 (2 Slots)	4. 21.11.2016 to 26.11.2016	
		<b>July, 2016 (5 Slots)</b>	5. 28.11.2016 to 03.12.2016	
		1. 04.07.2016 to 08.07.2016	<b>December, 2016 (4 Slots)</b>	
		2. 11.07.2016 to 16.07.2016	1. 05.12.2016 to 09.12.2016	
		3. 18.07.2016 to 23.07.2016	2. 12.12.2016 to 17.12.2016	
		4. 25.07.2016 to 30.07.2016 (2 Slots)	3. 19.12.2016 to 24.12.2016	
		<b>August, 2016 (7 Slots)</b>	4. 26.12.2016 to 31.12.2016	
		1. 01.08.2016 to 06.08.2016 (2 Slots)	<b>January, 2017 (8 Slots)</b>	



		2. 08.08.2016 to 12.08.2016	1. 02.01.2017 to 07.01.2017 (2 Slots)	
		3. 16.08.2016 to 20.08.2016	2. 09.01.2017 to 13.01.2017 (2 Slots)	
		4. 22.08.2016 to 27.08.2016	3. 16.01.2017 to 21.01.2017 (2 Slots)	
		5. 29.08.2016 to 03.09.2016 (2 Slots)	4. 30.01.2017 to 04.02.2017 (2 Slots)	

## SPECIALIZED PROGRAMMES

### ➤ OFFICE PROCEDURE & FINANCIAL ADMINISTRATION

#### Aims and Objectives

- To make the participants understand budgeting and accounting procedure in government.
- To acquaint the participants with the important provision of HPFR 2009.
- To acquaint the officers basic Income Tax related issues as applicable in government offices.
- To make the participants aware of various Rules/Regulations governing the government employees like TA/DA, Pension, Medical Rules, etc.
- To made the participants aware about the procurement procedure in government and inventory management.
- To give the participants holistic knowledge about GPF, CPF, New Pension Scheme.
- To made the participants aware of general conditions of services with emphasis on FR/SR.
- Getting the participants familiar with online applications.
- To acquaint the participants with HIMKosh-IFMS, e-kosh, financing reporting system, e-salary, e-vitrans, budget distribution system, budget preparation, estimation, allocation of budget in different heads of accounts, preparation of supplementary budget, budget re-appropriation, generation of annual financial statement, e-chalan- government receipt accounting system, e-service book.

PARTICIPATION LEVEL	COURSE DIRECTORS	DATES	DATES	DATES
		25.04.2016 to 30.04.2016	29.08.2016 to 03.09.2016	02.01.2017 to 07.01.2017
Gazetted / Non Gazetted Officers of the State Government.	Sh. Vijay Panwar	02.05.2016 to 07.05.2016		13.02.2017 to 18.02.2017
		23.05.2016 to 28.05.2016	26.09.2016 to 01.10.2016	13.03.2017 to 18.03.2017
		13.06.2016 to 18.06.2016	17.10.2016 to 22.10.2016	
		27.06.2016 to 02.07.2016	31.10.2016 to 05.11.2016	
		11.07.2016 to 16.07.2016	21.11.2016 to 26.11.2016	
		01.08.2016 to 06.08.2016	12.12.2016 to 17.12.2016	
			26.12.2016 to 31.12.2016	

➤ **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	
Gazetted / Non-Gazetted officers of the State Government	Sh.Vijay Sofra	02.05.2016 to 04.05.2016	22.08.2016 to 24.08.2016	
		30.05.2016 to 01.06.2016	07.09.2016 to 09.09.2016	
		16.06.2016 to 18.06.2016	13.10.2016 to 15.10.2016	
		13.07.2016 to 15.07.2016	01.12.2016 to 03.12.2016	
		25.07.2016 to 27.07.2016	22.12.2016 to 24.12.2016	

➤ **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
Non-Gazetted officers of the State Government	Sh.Vijay Sofra	09.05.2016 to 11.05.2016	13.10.2016 to 15.10.2016	
		30.06.2016 to 02.07.2016	15.12.2016 to 17.12.2016	
		01.08.2016 to 03.08.2016		

➤ **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

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTORS</b>	<b>DATES</b>	<b>DATES</b>	
Gazetted officers of the State Govt.	Sh.Praveen Chaudhary	16.05.2016 to 18.05.2016	30.05.2016 to 01.06.2016	22.08.2016 to 24.08.2016

**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

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>	<b>DATES</b>	<b>DATES</b>
Officers of various Departments of the State Govt.	Sh.Vijay Sofra	25.07.2016 to 27.07.2016	08.08.2016 to 10.08.2016	-

**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

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>	<b>DATES</b>
Sr. & Middle Level Officers of State Govt.	Sh.Vijay Sofra	10.08.2016 to 12.08.2016	24.11.2016 to 26.11.2016

### *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

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>	<b>DATES</b>	<b>DATES</b>
Senior and Middle level officers of State Govt. Departments	Sh.R.S. Kapoor	09.05.2016 to 11.05.2016	24.11.2016 to 26.11.2016	-
				-

### *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

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>	<b>DATES</b>
Revenue Officers of State Govt.	Sh.V P S Panwar	02.05.2016 to 04.05.2016	10.08.2016 to 12.08.2016

***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	18.04.2016 to 20.04.2016	29.08.2016 to 31.08.2016	
		05.05.2016 to 07.05.2016	13.09.2016 to 15.09.2016	
		16.05.2016 to 18.05.2016	26.09.2016 to 28.09.2016	
		09.06.2016 to 11.06.2016	17.10.2016 to 19.10.2016	
		21.06.2016 to 23.06.2016	07.12.2016 to 09.12.2016	
		18.07.2016 to 20.07.2016	26.12.2016 to 28.12.2016	

***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	16.05.2016 to 18.05.2016	19.09.2016 to 21.09.2016	17.11.2016 to 19.11.2016
		02.06.2016 to 04.06.2016	20.10.2016 to 22.10.2016	22.12.2016 to 24.12.2016
		16.08.2016 to 18.08.2016	15.11.2016 to 17.11.2016	

***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	13.06.2016 to 17.06.2016	26.09.2016 to 30.09.2016	

### 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	29.04.2016 & 30.04.2016	23.05.2016 & 24.05.2016	07.07.2016 & 08.07.2016
		09.08.2016 & 10.08.2016	05.09.2016 & 06.09.2016	—

### 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	10 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/ Coordinator	DATES	DATES	DATES
Officers/officials of Government /Semi Government Departments & Representatives of NGOs, NYKs, Youth Volunteers, PRIs & ULBs	Sh.K.R.Saizal, HAS/ Sh. Desh Bandhu Kaith	1. 04.04.2016 to 06.04.2016	8. 22.08.2016 to 24.08.2016	15.22.12.2016 to 24.12.2016
		2. 25.04.2016 to 27.04.2016	9. 05.09.2016 to 07.09.2016	16.19.01.2017 to 21.01.2017
		3. 05.05.2016 to 07.05.2016	10. 22.09.2016 to 24.09.2016	17.02.02.2017 to 04.02.2017
		4. 18.05.2016 to 20.05.2016	11. 03.10.2016 to 05.10.2016	18.06.03.2017 to 08.03.2017
		5. 08.06.2016 to 10.06.2016	12. 03.11.2016 to 05.11.2016	Off Campus(Field)
		6. 27.06.2016 to 01.07.2016	13. 17.11.2016 to 19.11.2016	1. 14.10.2016 to 16.10.2016
		7. 21.07.2016 to 23.07.2016	14. 07.12.2016 to 09.12.2016	2. 04.01.2017 & 05.01.2017 3.07.01.2017 & 08.01.2017 4. 11.02.2017 to 13.02.2017

### ***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.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>	<b>DATES</b>	<b>DATES</b>
State & District Level Officer/officials, Representatives of PRIs, ULBs & NGOs	Sh. K.R.Saizal, HAS Sh.Desh Bandhu Kaith	29.09.2016 to 01.10.2016	27.10.2016 to 29.10.2016	-

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

#### **Aims and Objectives**

- To strengthen research and capacity building activities in the Habitat Sector with regard to specialized area such as human Settlement Planning and Design, Environmental Planning, Building Material and Technology, Economic Policies and Analysis and Regional Planning and Development.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>	<b>DATES</b>	<b>DATES</b>
Representatives/ Officers/Officials of ULBs / MC/ TCP/UDD/SADAs/ ZPs/ASI/DoLAC	Sh.A N Gautam	27.05.2016 & 28.05.2016	14.07.2016 & 15.07.2016	04.11.2016 & 05.11.2016
		02.12.2016 & 03.12.2016	02.01.2017 & 03.01.2017	

## 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	04.04.2016 to 08.04.2016	09.05.2016 to 13.05.2016	13.06.2016 to 17.06.2016
		11.07.2016 to 15.07.2016	01.08.2016 to 05.08.2016	05.09.2016 to 09.09.2016

### *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	18.04.2016 & 19.04.2016	12.05.2016 & 13.05.2016	16.09.2016 & 17.09.2016

### *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	11.04.2016 to 13.04.2016	18.05.2016 to 20.05.2016	08.06.2016 to 10.06.2016
		18.08.2016 & 20.08.2016	19.12.2016 to 21.12.2016	-

***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	29.04.2016 & 30.04.2016	27.05.2016 & 28.05.2016	04.07.2016 & 05.07.2016
		21.07.2016 & 22.07.2016	02.09.2016 & 03.09.2016	-

***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-vitrان, 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	23.05.2016 & 24.05.2016	26.08.2016 & 27.08.2016	07.11.2016 & 09.11.2016

***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	27.06.2016 & 28.06.2016	28.07.2016 & 29.07.2016	29.08.2016 & 30.08.2016



***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.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>	<b>DATES</b>	<b>DATES</b>
Gazetted officers of Revenue / Registration & Settlement Deptts.	Sh. Sandeep Kumar	18.07.2016 & 19.07.2016	14.09.2016 & 15.09.2016	-

***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.

<b>PARTICIPATION LEVEL</b>	<b>COURSE DIRECTOR</b>	<b>DATES</b>	<b>DATES</b>	<b>DATES</b>
Gazetted / Non-Gazetted officers of Revenue Registration & Settlement Deptts.	Sh. Sandeep Kumar	07.07.2016 & 08.07.2016	30.09.2016 & 01.10.2016	

## PROGRAMMES AT REGIONAL TRAINING CENTRES/ DISTRICT TRAINING CENTRES

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

<b>DHARAMSALA</b>			
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
	<b>Total</b>	<b>15</b>	
<b>MANDI</b>			
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
	<b>Total</b>	<b>15</b>	
<b>CHAMBA</b>			
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
	<b>Total</b>	<b>10</b>	
<b>NAHAN</b>			
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
	<b>Total</b>	<b>10</b>	

### 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	04-12 April, 2016

**HIMACHAL PRADESH INSTITUTE OF PUBLIC ADMINISTRATION  
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